



**POLICY:** Charging and Remissions Policy

**STATUTORY:** Yes

**DATE AGREED:** 7 May 2024

**REVIEW DATE:** May 2025

**RESPONSIBLE MEMBER OF STAFF:** R French

**GOVERNOR COMMITTEE:** Finance, Audit and Site Committee

**SIGNED HEADTEACHER:** A Evans

**SIGNED CHAIR OF GOVERNORS:** R Whitehouse

## Introduction

John Masefield High School is committed to provide the best educational opportunities for all students available within the funds allocated by the Education and Skills Funding Agency. We recognise the importance of extra-curricular activities and of activities which take place within or beyond the school's normal curriculum; we further recognise that many of these activities could not take place without the expectation that they will be funded in whole or in part by parents/carers.

This policy adheres to legal requirements regarding charging for school activities and meets all statutory guidance provided by the DfE. John Masefield High School is committed to ensuring equal opportunities for all students, irrespective of financial circumstances and has established this policy to ensure that no child is discriminated against by our offering of school trips, activities and educational extras. We are committed to keep financial contributions to a minimum, will clearly identify the activities for which charges will be made and explain the basis on which charges may be reduced or waived for certain students.

## 1. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. This policy complies with our funding agreement and articles of association.

## 2. Charging for education

2.1 We will not charge parents/carers for:

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments etc)
- Education provided outside school hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for, or part of RE)
- Entry for a public examination if the student has been prepared for it at the school
- Free school meals for those students who are entitled to them. If the free school meal allowance is exceeded, this will be charged unless deemed not necessary

2.2 We may charge parents/carers for:

- Materials and books where they wish their child to own them (the cost will be made clear to parents before the charge)
- Optional extras (section 3)
- Music or vocal tuition which is not part of the National Curriculum and is requested by parents/carers
- Provision of information within the scope of freedom of information

## 3. Optional extras:

3.1 We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the National Curriculum
  - Part of a syllabus for a prescribed public examination that the student is being prepared for in school
  - RE
- Examination entry fees where the student has not been prepared for the examinations at John Masefield High School
- Transport other than that required to take the student to school, or to other premises where John Masefield High School has arranged for the student to be educated
- Board and lodging for a student on a residential visit

3.2 When calculating the cost of optional extras, the school will only consider the cost or an appropriate proportion of the cost for the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Employment of non-teaching staff (including TAs)
- Teaching staff under contracts for services purely to provide an optional extra
- Teaching staff employed to provide tuition in playing a musical instrument or vocal tuition where the tuition is an optional extra

- Any charge made in respect of individual students will not exceed that actual cost of providing the optional extra activity, divided equally by the number of students participating. In no circumstances will there be an element of subsidy required for any students wishing to take part in the activity whose parents are unwilling or unable to pay the full charge (section 8 – voluntary contributions)

3.3 Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra before charges will be made

## 4. Examination fees

4.1 The school may charge for examination fees if:

- The examination is on the prescribed list (eg GCSEs and A levels), but the student was not prepared for it at John Masefield High School
- The examination is not on the prescribed list, but the school arranged for the student to take it
- A student fails to complete the requirements of any public examination, or to attend it where John Masefield High School originally paid or agreed to pay the fee

4.2 The school may charge for examination resits if:

- The resit request is made solely by the parent and not the school
- It will be at the school's discretion if a student is entered for a second or subsequent attempt at an examination. Payment of fees will be discussed at an individual student basis
- If a student/parent/carer consider it to be in the best interests of the student that an examination is remarked, any fees involved must be covered by the student or their parents

## 5. Transport

5.1 The school will not charge for:

- Transporting registered students to and from the school premises where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where JMHS has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when they have been prepared for that examination at school
- Transport provided for an educational visit

## 6. Education partly during school hours

6.1 Where the majority of the time spent on an activity occurs during school hours (including any time spent travelling), it is deemed to have taken place during school hours and no charge will be made

6.2 If less than 50% of the time spent on an activity takes place during school hours, the school may charge for the activity unless it is part of the National Curriculum, part of the syllabus for a prescribed public exam that the student is being prepared for by the school, or part of RE

6.3 In the cases where the majority of a non-residential activity takes place outside of school hours, the charge cannot include the cost of alternate provision for those students who do not wish to participate.

## 7. Residential visits

7.1 The school will not charge for:

- Education provided on any visit that takes place during school hours
- Education on any visit that takes place out of school hours if it is part of the National Curriculum, or part of the syllabus for a prescribed public exam that the student is being prepared for by the school, or part of RE
- Supply teachers to cover for teachers accompanying students on visits

7.2 The school may charge for:

- Board and lodging, but the charge will not exceed the actual cost. JMHS endeavours to provide parents/carers with sufficient notice for visits to enable them to save and plan accordingly. Parents who are in receipt of certain benefits (see section 10 for more guidance on remissions) may be exempt from paying this cost, but no other students will be charged extra to cover those costs.
- Activities where they fall outside of academy hours

## 8. Voluntary contributions

8.1 JMHS may ask for voluntary contributions towards the benefit of the school or school activities that will enrich our students' education

8.2 In any case where an activity cannot be afforded without voluntary funding, this will be made clear to parents/carers at the outset. If the activity is cancelled, all monies will be returned to parents/carers

8.3 There is no obligation for a parent or carer to make any voluntary contribution, and JMHS will strive to ensure that parents/carers do not feel pressure to make a contribution

8.4 No student will be excluded from an activity because their parent/carers is unwilling or unable to pay. If there is insufficient funding for an activity then it will be cancelled. The identity of the student or parent/carers of the student who did not make the payment or could not make the payment, will not be disclosed in any circumstances

## 9. Damage to property and breakages

9.1 Where school property has been wilfully damaged by a student or parent/carers, the school may charge those responsible for some or all of the cost of repair or replacement

9.2 Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible

9.3 Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation

## 10. Remissions and Concessions

10.1 The school will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guaranteed element of the Pension Credit
- Child Tax Credit (provided that they are not also entitled to Working Tax Credit and have a gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7400 a year (after tax and not including any benefits they receive)

10.2 Students of families who receive these payments are also entitled to free school meals. Parents of students who are eligible for the remission of charges will be dealt with confidentially

10.3 The Headteacher will authorise the remission of charges

10.4 JMHS may choose to subsidise part or all of the payments for certain activities or students and this will be determined by the Headteacher

Version	Date	Done by	Comment	Approval
2.0	May 2024	Rebecca French	Full review and update in line with current legislation and guidance	Finance, Audit and Site Committee