



Holte School

Charging and Remissions Policy

Lead member of staff:	A.Oliver – Deputy Headteacher (Inclusion)
Legislation Status: (Statutory/Non-Statutory)	Statutory
Local Authority Model Policy or School Written Policy:	School Written Policy
Required on school website:	Yes
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Signed By Chair Of Governors: Ms C Hardy	C Hardy

CHARGING AND REMISSIONS POLICY

At Holte School we are committed to creating a safe and inspiring place for all children to learn and develop, where children's rights are respected, their talents are nurtured and they are able to thrive as individuals and as a community. The UN Convention on the Rights of the Child (CRC) is at the heart of our ethos and our curriculum.

The four guiding principles of the UN Convention on the Rights of the child state that:

- All children are entitled to the same rights without discrimination of any kind.
- All actions concerning children will take into account the best interests of the individual child or group of children as the primary consideration.
- All children have the right to survival and development.
- Children have the right to express their views in all matters affecting them.

Holte School is committed to the guiding principles of the Convention and is actively committed to promoting all articles of the convention in all areas of the school and its work. The following articles are protected and promoted through this policy – articles 28 and 29.

Introduction

This policy has been formulated in accordance with Birmingham Local Authority's guidance on:

Charging for School Activities.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the school;
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours

- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip

Publication of Information

This policy is available on the School's website.

Charges

The Governing Body reserves the right to charge for the following –

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual student of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel associated costs
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees/activity fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by students

Voluntary Contributions

Parents may be invited to make a voluntary contribution towards the following:

- a) Activities within a curriculum area
- b) Support education trips and visits
- c) Associated travel costs

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge, in addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c) If insufficient voluntary contributions are received the school reserves the right to cancel the event. The responsibility for determining the level of voluntary contribution is delegated to the Curriculum Team Leaders/Leadership team within the school.

Remissions

Voluntary contributions will be used to:

- Enhance and support learning activities within a faculty
- Support some educational visits
- Pay travel costs