



# THE STONEHENGE SCHOOL

## CHARGING & REMISSIONS POLICY

2024

Review Frequency	Annual
Approving Authority	Headteacher
Published On School Website	YES

<b>ACTION</b>	<b>DATE</b>	<b>COMMENT</b>
Last Approved	Mar 2024	
Next Due Review	Mar 2025	

# The Stonehenge School Charging & Remissions Policy

## 1. Admissions

There is no charge for admissions.

## 2. School meals

There is no charge for children who are entitled to free school meals.

## 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

- The Headteacher has the delegated responsibility to decide whether pupils are entered for particular examinations
- The Headteacher has the authority to charge for examination entries in certain circumstances
- The Headteacher is authorised to request payment for wasted examination fees

## 4. Activities that take place during school hours

Any payment from parents for these activities is voluntary, but if parents are unable or unwilling to contribute, it may be that the activity will not be able to take place. Pupils will never be treated differently whether or not their parents have made any such payments

## 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports games against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

## Optional extras:

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not:**
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

## **The cost of optional extras**

The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the finance committee.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

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 where charges will be made.

## **6. Residential activities**

### **Our school will charge for:**

- Residential visits taking place mainly outside school time and not required for an examination course.
- The governors' policy is not to enter pupils for examination courses requiring residential study mainly within school time.

## **7. Music tuition within school hours**

The Stonehenge School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

## **8. Materials & Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school

provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

## **9. Damage to property and breakages**

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

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

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

## **10. Remissions and concessions**

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

- **Income Support**
- income-based **Job Seekers Allowance** (NOT contribution based JSA)
- income-related **Employment and Support Allowance** (NOT contribution based ESA)
- support under **Part VI of the Immigration and Asylum Act 1999** - National Asylum Seekers Support (NASS)
- the guarantee element of **State Pension Credit**
- **Child Tax Credit** (you must NOT be entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190 (April 2012))
- **Working Tax Credit 'run-on'** - the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit
- **Universal Credit** (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

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

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

## **11. Voluntary contributions**

The school, school governing body, or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupil's education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## **Inability or unwillingness to pay**

The Stonehenge School is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. Students in receipt Free School Meals (including Ever6) will be offered a reduction of up to half the cost of an essential curriculum trip. This will be clearly stated in each trip letter.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

## Application for remission of charges

Name of student: ..... Tutor group: .....

Name of parent/carer: .....

Name and date of trip: .....

Total cost: £..... Contribution by parent/carer: £.....

Amount requested from the school fund: £ .....

Approved/Not approved: ..... Date: .....

Headteacher

Parent/carer informed by: ..... Date: .....

### Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments: (please indicate which support you receive)

<input type="checkbox"/>	<b>Income Support</b>
<input type="checkbox"/>	income-based <b>Job Seekers Allowance</b> (NOT contribution based JSA)
<input type="checkbox"/>	income-related <b>Employment and Support Allowance</b> (NOT contribution based ESA)
<input type="checkbox"/>	support under <b>Part VI of the Immigration and Asylum Act 1999</b> - National Asylum Seekers Support (NASS)
<input type="checkbox"/>	the guarantee element of <b>State Pension Credit</b>
<input type="checkbox"/>	<b>Child Tax Credit</b> (you must NOT be entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190 (April 2012))
<input type="checkbox"/>	<b>Working Tax Credit 'run-on'</b> - the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit
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