

Charging Policy for School Activities

Introduction

Sections 449-462 of the Education Act 1996 ('the Act') require that every Governing Body of a maintained school shall determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for any optional extra or board and lodging in respect of which charges are permitted by section 449-462 of the Act.

The Governing Body of Uxbridge High School have therefore determined that the school may make charges and seek voluntary contributions from parents for school activities provided for registered students at the school on the basis of the information set out in the main part of this document.

School Hours

School hours are those hours when the school is actually in session and do not include the break in the middle of the day.

In the case of Uxbridge High School the start and finish of the morning and afternoon sessions are published each year.

Free Education

Education provided by the school will be free of charge if it takes place wholly or mainly during school hours except in the following two cases.

- 1. A charge may be made for individual tuition in playing any musical instrument.**
- 2. A charge not exceeding the cost of the board and lodging for a student where the school activity involves that student**

in nights away from home. (This will apply whether the activity is deemed to take place within or outside school hours).

No charges will be made for education or associated incidentals provided wholly or mainly outside school hours for registered students where the education is provided as a required part of:

- 1. a syllabus for a prescribed public examination; or**
- 2. the National Curriculum; or**
- 3. a syllabus in religious education.**

Optional Extras

The Act enables a charge to be made for education provided for registered students wholly or mainly outside school hours if the provision does not come within any of the other categories outlined previously.

The school may offer to parents a range of optional extra activities. Whether or not a charge will be made will be dependent upon the costs involved and the funding available to the school.

Parents will be notified in advance of the activity being provided, and where a charge is to be made only those students whose parents have agreed in writing to pay the charge will be allowed to participate in the activity, unless the governing Body has agreed to remit the charges in whole or in part on the grounds of hardship. If there is an insufficient number of students to cover the cost of the activity, the activity may not be provided.

Any charge made for individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students taking part.

The cost may include:

1. **a student's travel costs;**
2. **a student's board and lodging costs if the trip is residential;**
3. **materials, books, instruments and other equipment;**
4. **non-teaching staff costs;**
5. **entrance fees to museums, castles, theatres etc;**
6. **insurance costs;**
7. **any costs of engaging teaching staff specifically for the purpose of providing the activity.**

The letter to parents will give details of the costs involved and how the charge has been determined.

Voluntary Contributions

The funds available to the school are limited to monies provided by the appropriate funding agency and any additional monies raised by the school. In order to provide the widest possible range of educational activities for students at the school the Governing Body has agreed that the school may seek voluntary contributions from parents, as allowed under the Act, for the general benefit of the school or in support of any school activity whether during or outside school hours, whether residential or non-residential.

Any request from the school for contributions from parents will state clearly that:

parents are under no obligation to contribute; and
registered students at the school will not be treated differently according to whether or not their parents make any contribution in response to the request.

A request may relate to:

a contribution to a general fund which may cover a number of

different school activities, or
a contribution towards a specific activity, or
the provision of materials, books, instruments or other equipment.

In the case of a specific activity, the school may indicate the contribution per student which would be required if the activity were to take place. If there is insufficient support from parents the activity might not take place.

Charging in Kind

For certain practical subjects such as Home Economics and Craft, Design and Technology, parents may be asked before the start of the course whether or not they would wish to own the finished product.

Where parents indicate that they would wish to own it, the school may either:

ask parents to supply certain ingredients and/or materials, or

charge parents for the cost of the ingredients and/or materials being provided by the school.

Public Examinations

No charge will be made for entering a student for a prescribed public examination for which the student has been prepared at the school. The school will enter a student for each such examination unless there are good educational reasons for not doing so or unless the student's parents request in writing that the student should not be entered.

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The Governing Body considers that the following constitute good educational reasons for not entering a student:

1. **a change of course would be advisable (e.g. a student would be better suited to work experience and/or fewer GCSE entries; or a lower Sixth Student might start on 'A' level course and later change to a different course),**
2. **a student has already failed to meet the minimum conditions for a recognised pass grade at the time when entries must be made.**

A charge covering the cost of entry will be made for entering a student for:

1. **a prescribed public examination for which the student has not been prepared by the school,**
2. **a public examination other than one on the prescribed list where parental agreement has been given to such an entry,**
3. **resits of prescribed public examinations where no further preparation has been provided by the school since the previous examination.**

If a student fails, without good reason, to complete the examination requirements for any public examination for which the Governing Body has paid or is liable to pay the entry fee, the school will seek to recover the fee from the parent.

The Governing Body consider that the only justifiable good reason would normally be absence through illness, and in such a case a medical certificate will be required.

Damage to School Property and Equipment

If a student's behaviour results in damage to or loss of school property or equipment, the school may ask parents to pay for the cost of replacement.

Remission of Charges

In certain circumstances, charges may be wholly or partly remitted on the grounds of family hardship and parents are advised to read the following in relation to remission of charges.

Introduction

Sections 449-462 of the Education Act 1996 require that every Governing Body of a maintained school shall determine and keep under review a remissions policy setting out any circumstances in which they propose to remit (whether in whole or in part) any charge which would otherwise be payable to them in accordance with their charging policy.

The remission of charges as set out in this document does not apply to any educational activity where charges which may include board and lodging are levied by persons other than the school or the Local Education Authority.

The Governing Body of Uxbridge High School have determined that the school will remit in whole or in part the charges payable to them as set out in the document below. The cost of any remissions will be met from voluntary contributions, or from funds raised by the school in other ways unless otherwise stated.

Board and Lodging Costs

Where a school activity involves a student in nights away from home, the Governing Body is permitted to make a charge for the board and lodging provided that the charge does not exceed the actual cost of providing board and lodging for that student.

The Act requires that the board and lodging charges are remitted in full to families in receipt of Income Support or Working Families Tax Credit if the activity takes place:

1. **in school hours (see charging policy for clarification of school hours), or**
2. **out of school hours but is a required part of:**
 - a syllabus for a prescribed public examination,
 - the National Curriculum,
 - a syllabus in religious education.

In addition, the Governing Body has resolved that the full remission of charges for board and lodging will also apply for activities defined in '2' above, to families in receipt of an Incapacity Benefit.

The Governing Body has determined that there shall be no further circumstances under which charges for board and lodging shall be remitted (whether in whole or in part).

Charging in Kind

The Governing Body has determined that where parents have agreed in advance that they wish to own the finished product, there are no circumstances where parents will not be required to meet the full cost of or supply all of the ingredients and materials for making that product.

Public Examinations

The Governing Body has determined that there will be no remission of charges for cases where the Governing Body is permitted to charge for entry to public examinations.

Individual Music Tuition

The Governing Body has determined that there will be no remission by the Governing Body of any charges made in providing individual music tuition.