

## **THE WENSLEYDALE SCHOOL AND SIXTH FORM CHARGING AND REMISSIONS POLICY**

### **Rationale**

The Governing Body cannot charge parents and students for any activity unless it has drawn up a charging policy. Moreover, when made, charges per student cannot exceed the actual costs incurred which means that students who can pay should not be charged extra to cover the costs of those who cannot afford to pay.

The Governing Body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrumental tuition for individual students or students in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examinations syllabus being followed by the student(s).

If the school wishes to run an activity during the school day, for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such an activity because his or her parents do not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such teaching is not an essential part of the National Curriculum or religious education. For activities which are an essential part of the syllabus for an approved examination a voluntary contribution will be sought.

### **Purpose**

The purpose of the policy is to ensure that, during the school day, all students have full and free access to a broad and balanced curriculum.

The school day is defined as morning session 9.00 am - 12.30 pm; afternoon session 1.30 pm – 3.45 pm.

### **Relationship to other school policies**

The policy complements the school's Equal Opportunities policy and Health & Safety policy.

### **Guidelines**

The Headteacher will ensure that the following applies:

- **During the school day**

For all activities that are a necessary part of the National Curriculum plus religious education a voluntary contribution will be sought. This includes any materials, equipment and transport to take students between the school and the activity. It excludes charges made for teaching an individual student or groups of up to four students to play a musical instrument. If the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), we will make a charge for the activity.

- **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, eg theatre trips. Such activities are not part of the National Curriculum or Religious Education nor are they part of an examination syllabus.

- **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, a voluntary contribution will be requested if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made.

- **Residential**

Charges will be made for board and lodging, except for students whose parents are in receipt of certain government benefits.

Other charges will be made to cover costs when the number of sessions missed by the students totals half or more of the number of half-days taken by the activity. In such cases parents will be told how the charges were calculated.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will be dealt with sympathetically.

The principles of best value will be applied with planning activities that incur costs to the school and/or charges to parents.

Actual costs will be reviewed after an activity and refunds made, where appropriate.

### **Arrangements for monitoring and evaluation**

The Finance and Resources (F&R) Committee of the Governing Body will monitor the impact of this policy by receiving an annual financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. This report will be considered during the F&R Committee meeting in the summer term.

**Date of Policy: November 2018**

**Date for Review: November 2021**