



Allerton High School

CHARGING & REMISSIONS POLICY

Reviewed and adopted by the Governing Body

on March 2024

To be reviewed by Full Governors on **March 2025**

Charging for activities, equipment and educational visits

1. Aims

Allerton High School is committed to ensuring that all students achieve the maximum possible benefits from school activities and the use of school equipment. The aim of this policy is to set out where charges will be levied, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

The Governors have approved the following approach to charging and remission policies.

2. Circumstances where there is no charge

- There will be no charge for any of the following:
- Education provided during school hours [including the supply of materials, textbooks, instruments and 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 pupil is being prepared for.
- Tuition for students learning to play musical instruments or vocal tuition if this 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.
- Entry for a prescribed public examination, if the student has been prepared for it at the school.
- Examination re-sits if the student is being prepared for the re-sit at the school.
- Education provided on any trip that takes place within 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.
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.
- Transporting registered students to or from the school premises where the LA has arranged for students to be transported.
- Transport that enables a student to meet an examination requirement when the student has been prepared for that examination at the school.
- Transport provided in connection with an educational trip in school time.

3. Charges will be made for:

- Board and lodgings on residential visits
- The proportionate costs for an individual child of activities wholly or mainly outside school hours to cover: travel, materials & equipment, entrance fees, insurance costs.
- Vocal and musical instrument tuition. There is a charge for peripatetic music sessions; information is available from the Curriculum Leader, Music. Where parents/carers do not make payments for peripatetic lessons these will be cancelled.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a student fails without good reason to sit the examination.
- Breakages and replacements as a result of damages caused wilfully or negligently by students.
- Damage/vandalism/loss to and of school property.

- Materials and ingredients and basic equipment where parents\carers agree, in advance, to own the finished product. Basic writing equipment, sports clothing and protective aprons for Art and Technology should be provided by parents/carers and can be purchased from the school.

Lettings: arrangements for the letting of school premises are contained in the Lettings Policy.

4. Voluntary Contributions

For activities entirely or partly within school time but not essential to the curriculum, the school may ask for voluntary contributions to the total costs. It is made clear that no student will be barred from an activity because a contribution has not been made. Letters to parents/carers about such activities will make clear that if insufficient contributions are made, then the activity may be cancelled. Voluntary contributions will be used to cover the cost of the trip/activity and the cost of travel for any accompanying staff.

5. Remission

Students whose parents are in receipt of the following level of benefits which trigger Pupil Premium eligibility will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Universal Credit in prescribed circumstances. (The Government plans to prescribe the circumstances when Universal Credit is fully rolled out.)
- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16385 for 2021-22 (in respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit
- An income related employment and support allowance

Wherever a charge or voluntary contribution is asked for, school will: support families of children who are in receipt of a level of benefits which triggers Pupil Premium eligibility by generally subsidising up to 50% of the cost of any activity or visit. Purchase of essential materials such as recommended revision guides, calculators and maths sets will be 100% funded. A £60 allowance for uniform as laid in the school uniform policy both general uniform and PE kit per academic year.

£'s	%	Max Amount
£0 to £100	50%	£50
£101 to £1900	25% per every £100	£500
Plus £1900	No % allocation	£500

Therefore:

£500 gets £150

£400 gets £125

£300 gets £100

£200 gets £75

£100 gets £50

- Maintain a Hardship Fund [limited amount] in order to support those in need of assistance on an occasional basis who are not Pupil Premium. A record of financial assistance offered is kept by the Finance Office.

Where applicable letters about school activities will inform parents/ carers of this potential assistance and will provide details of how this can be accessed. The Deputy Head i/c CLA will ensure carers are aware that generally, the school will fully fund the cost of any activity, visit or purchase where a contribution is asked for.

6. Limit of charges

- The cost levied for any activity must not exceed the actual costs of that activity. Any surplus at the end of the activity must be given back, in proportion, to the families who contributed via ParentPay where it is used. If the refund is less than £5 per student then the surplus will usually be placed in the hardship fund.

7. Monitoring

This policy will be monitored by the Deputy Headteacher (Safeguarding) and reviewed each year at the Resources Committee of the Governing Body.

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Appendix 1 Parental Letters

The following phrases should be included in letters to parents/carers informing them of an activity.

The wording should be adapted to suit but the spirit must be preserved. A copy of the letter should be available when the journey form is submitted for approval.

1. On any letter about a residential visit which is essential to the curriculum and which involves some school time:

Remission

“Students whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Universal Credit in prescribed circumstances. (The Government plans to prescribe the circumstances when Universal Credit is fully rolled out.)
- Income Support
- Income Based Jobseeker’s Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16385 for 2021-2022 (in respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit
- An income related employment and support allowance”

2. Voluntary contributions

On any letter relating to activities, entirely or partly within school time and not essential to the curriculum and not involving accommodation:

“You are invited to make a voluntary contribution to the cost of this activity. Students will not be treated differently according to whether or not their parents have made any contribution in response to this request. No student will be excluded from this activity simply because a contribution is not made. However, the activity may have to be cancelled if there are insufficient contributions to cover the costs. If you are facing financial difficulties and cannot contribute the amount asked for but would like to make a contribution, the school may be able to help. Please contact The Finance Office to discuss the matter in confidence.

3. Letters that relate to activities that are totally outside school core hours. (These visits must not be essential to the curriculum):

“If you would like your child to be involved in this activity, but you are facing financial difficulties, the school may be able to help. Please contact the Finance Office Tel no. 0113 2034770) to discuss the matter in confidence especially if you are in receipt of the following support payments:

- Universal Credit in prescribed circumstances. (The Government plans to prescribe the circumstances when Universal Credit is fully rolled out.)

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16385 for 2021-2022 (in respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit
- An income related employment and support allowance"