

THE CROSSLEY HEATH SCHOOL ACADEMY TRUST
8225755



The Crossley Heath School

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CHARGES AND REMISSIONS FOR SCHOOLS ACTIVITIES

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Responsibility: Governing Body
Reviewed: October 2014 (amends in bold p1 and 3)
Date for Review: October 2018

1.0 Introduction

- 1.1 The Education Act 1996, **sections 449-462** requires local education authorities and Governing Bodies to make information available about their charging and remissions policy. **Academies are required through their funding agreement to comply with the law relating to charges and remissions.**

2.0 Education During School Hours

- 2.1 Education provided by Crossley Heath School during school hours is free of charge with the exception that a charge may be made for individual tuition in the playing of a musical instrument, (see section 5) except where this forms part of the syllabus for a prescribed public examination or as part of the national curriculum.
- 2.2 The Governors of the Crossley Heath School may however invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school. Any request to parents to make voluntary contributions must make it clear however that:
- (a) there is no obligation to contribute; and
 - (b) pupils will not be treated differently according to whether their parents have made a contribution in response to the request.

3.0 Education Outside School Hours

- 3.1 Charges may be made for education which falls outside school hours and is not:
- (a) required as part of the syllabus for a prescribed public examination, or
 - (b) provided specifically to fulfill statutory duties relating to the national curriculum or to religious education.
- 3.2 Participation in such an activity, referred to in the Education Act 1996 section 456 as an 'optional extra', must be on the basis of parental choice and a willingness to pay the charges made. The agreement of individual parents is therefore a necessary pre-requisite for the provision of an optional extra for which charges are to be made.
- 3.3 Where an educational activity occurs partly during and partly outside school hours the Education Act 1996 section 462/2 prescribes a basis for determining whether the activity should be deemed to take part wholly during or wholly outside school hours and therefore whether a charge may or may not be made. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge will be made. Time spent on travel only counts as being during school hours if the travel takes place during school hours.
- 3.4 Activities for which charges could be made therefore include school associations and clubs, teams and a wide range of visits and trips some of which are organised on a residential basis. (ref Education Act 1996 section 456)

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3.5 It is the Governors' policy that charging for these activities where permissible should be left to the discretion of the Head Teacher.

4.0 Residential Visits

4.1 Board and Lodgings

It is the Governor's policy that a charge should be made for board and lodging arising from residential activities. It is a statutory requirement that charges must be remitted in respect of pupils whose parents are in receipt of prescribed benefits (see section 8) where the activity is deemed to take place in school hours, if specified in the syllabus for a prescribed public examination or specifically to fulfil statutory duties relating to the national curriculum or to religious education.

(ref Education Act 1996, section 455)

4.2 Travel

A charge for travel may only be made when the activity takes place outside school hours and is not required for the purpose of a prescribed public examination or provided specifically to fulfil statutory duties relating to the national curriculum or to religious education. (ref Education Act 1996, section 457/4)

5.0 Individual Tuition in the Playing of a Musical Instrument

5.1 A charge may be made in connection with tuition in playing of a musical instrument. Any such charge will not exceed cost.

(ref Education Act 1996 section 456)

6.0 Public Examination Fees

6.1 No charge may be made in respect of a public examination prescribed by the Secretary of State for which registered pupils are being prepared at this school. Under certain circumstances however, charges may be made and in such cases the Governors have decided:

- (a) where a pupil, with parental agreement, is entered by the school for a public examination other than one on the list prescribed by the Secretary of State, a charge may be made. A charge may also be made for any costs associated with preparing the pupil for such an examination if the preparation takes place outside school hours.
- (b) A charge should be made where a pupil is entered for an examination for which he/she has not been prepared by the school. A charge should also be made, except in cases of financial hardship, ie where a pupil is eligible to receive education welfare benefits, where a pupil resits an examination for which he/she has been prepared earlier by the school but where no additional preparation has been given by the school.
- (c) The entrance fee should be recovered from the parent in the cases where a pupil fails, without good reason, to complete the examination requirements for any public examination for which Crossley Heath School has paid or is liable to pay.
- (d) The full cost of any re-scrutiny of examination results, that has been requested by a parent, will be borne by that parent.

(ref Education Act 1996 section 455)

7.0 Charges for Materials

7.1 Schools must provide or pay for any ingredients, materials, equipment etc which are needed for practical subjects such as food technology, textiles, design and technology. Parents or pupils may, however, contribute to these on a voluntary basis. **Students bring their own ingredients for Food Technology lessons although students who forget to bring ingredients are able to access the lesson by purchasing (at a small cost) items from the teacher. Where hardship is indicated school will make arrangements to cover the cost of ingredients/materials and the use of Pupil Premium monies will be used as appropriate.** It is the Governors' policy that a charge should be made for the supply of ingredients and materials in all cases where parents indicate in advance that they wish to own the finished product.

(ref Education Act 1996 section 456)

8.0 Prescribed benefits as determined by the Education Act 1996; the Education Act 2002 section 200 and the Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003

- 8.1
- Income Support
 - Income Based Job Seekers Allowance
 - Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190
 - Guarantee element of state pension credit
 - Support under part VI of the Immigration and Asylum Act 1999
 - Income related employment and support allowance
 - Universal credit

9.0 Field Trips

9.1 When making arrangements for Field Trips that are a compulsory part of the curriculum (this refers specifically to Advanced Level Courses in subjects such as Geography, Biology and Geology), Department Leaders must be aware of the limitations of the school budget. The school contribution element of any Field Trip will be limited to a maximum, to be determined by the Head in consultation with the Finance Director and the Chair of the Business Committee. Department Leaders will be required to arrange Field Trips so that the total cost falls within the sum of the total student contribution and the total school contribution.

10.0 Recovery of Charges and Costs

The school reserves the right to charge parents the full cost of restitution and repair to the fabric of the building, machinery, vehicles, equipment or other assets where damage has been caused by vandalism, negligence or willful behaviour.

The school holds parents and guardians responsible for these costs and charges specified in this policy which are incurred by their children. The school reserves the right to take any action it deems appropriate to recover money owed including legal action where there is a dispute or a refusal to pay and the school is satisfied there is no evidence of family hardship

11.0 Financial support for students in Years 7-11

School receives pupil premium monies for students who are entitled to free school meals. This money may be used to fund/part fund trips, visits etc. for these students. For students not in receipt of free school meals funding may be available from Crossley Foundation monies depending on individual financial circumstances. Applications for funding should be made via the Head's PA. Funding can also be accessed for some trips from the Halifax League (via the Head's PA).

12.0 Financial support for Post 16 students

Students in the 6th form requesting assistance with educational items such as fieldtrips, transport costs or books, should request assistance from the Bursary Fund held by the Finance Director. The Bursary Fund will be promoted to all 6th form students so that they are aware of its existence. If assistance is not available via this fund then they should request assistance from the Crossley Foundation via the Head's PA.