BIRKENHEAD
HIGH SCHOOL ACADEMY

GDST
GIRLS' DAY SCHOOL TRUST

Charging & Remissions Policy

Reviewed by:	Lindsey Owen
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Ratified by:	LGB
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Birkenhead High School Academy

Charging & Remissions Policy

1. Introduction

1.1 Birkenhead High School has a rich history of providing high quality education, not only within the school, but also through the carefully planned involvement of pupils in experiences outside the school.

1.2 The Academy Trust Board and Local Governing Body recognise the valuable contribution that the wide range of additional activities can make towards pupils' all round educational experience and their personal and social development. These may include clubs, residential and non-residential trips both in and out of Academy hours.

1.3 As a general rule, any activity or material which is needed as part of normal curricular activities does not incur a cost to parents.

2 Charging

2.1 All charges for income which require the issue of an Academy invoice must be made through the Finance Department. Likewise all monies received must be directed to the Finance Department. Official Academy receipts will be issued for all cash received.

2.2 The Local Governing Body reserves the right to make a charge in the following circumstances for activities organised by the Academy

(a) **Activities outside Academy hours**. (see Annex 1 for information on school hours) This can include the full cost for each pupil of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras (see Annex 2 for the definition of optional extras).

(b) **Materials and equipment**.
If parents have indicated in advance that they wish to own the final product then the cost of the product may be charged to the parent e.g. the cost of materials for art and design technology.

(c) **Acts of vandalism and negligence**
The Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil.

(d) **Optional Extras**
Charges may be made for costs relating to optional extras as defined in Annex 2.

(e) **Examination Fees**

1. If a pupil has NOT been prepared for an examination at the Academy but the Academy allows the pupil to sit the examination at the school, then the Academy can charge for the examination fees. This includes re-sits that have not been prepared for at the Academy.

2. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

3. If examination re-sits are requested by pupil/parent/carer and not supported by the Academy, then the Academy can charge for the examination fees.

(f) **Music Tuition**

Charges may be made for teaching to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupils.

3 Remissions

3.1 The Local Governing Body may remit charges in full or in part to parents after considering specific hardship cases. The Local Governing Body invites parents to apply in writing to the Principal, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remissions in consultation with the Chair of the Local Governing Body.

4 Voluntary contributions

4.1 Nothing in this policy statement precludes the Local Governing Body from inviting parents to make voluntary contributions. Any requests for such contributions shall clearly indicate that

(a) there is no obligation to make any contribution

(b) pupils will not be treated differently according to whether or not their parents have made a contribution in response to the request.

(c) If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled. The Academy will make this clear to parents.

5 Monitoring, Evaluation and Review

5.1This policy will be reviewed when there are changes in the law, or in accordance with the schedule drawn up by the Principal and agreed by the ATB.

Annex 1

1 Non Residential Activities

1.1 If 50% or more of the time spent on the activity occurs during Academy hours, it is deemed to take place during Academy hours. Time spent on travel counts in this calculation if the travel itself occurs during Academy hours. Academy hours do not include the breaks during the day.

1.2 Where less than 50% of the time spent on an activity falls during Academy hours, it is deemed to have taken place outside Academy hours. For example, an excursion might require pupils to leave the Academy an hour before the day ends, but the activity does not end until late in the evening.

2 Residential visits

2.1 If the number of Academy sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during Academy hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the Academy day, regulations require that the Academy day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

Example 1: Visit during Academy hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 Academy sessions, so the trip is deemed to have taken place during Academy hours.

Example 2: Visit outside Academy hours

Pupils are away from Academy from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 Academy sessions, so the trip is deemed to have taken place outside Academy hours.

Annex 2

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 academy; or

    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 required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and

- board and lodging for a pupil on a residential visit.

- any materials, books, instruments, or equipment provided in connection with the optional extra;

- cost of employing non-teaching staff;

- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and

- 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.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity.

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