



Review frequency (Free/annual/etc.)	Free, however, to be in line with SFVS this will be carried out annually.
Date of initial review by CS	February 2023
Responsibility of (FGB/Committee/individual)	Finance & Staffing Committee
Date of adoption by Finance & Staffing Committee	At FGB 20 th March 2023
Date circulated to FGB	18 March 2024
Signed by Chair (W Dix/Finance & Staffing Committee)	<i>W Dix</i>
Next Review date	Spring Term 2025
Date received by Staff	Spring Term 2024

CHARGING AND REMISSIONS POLICY

Aims

Stafford Manor High School aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The Governing Body

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual Governor or the Headteacher.

The Governing Body also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the Charging and Remissions policy has been delegated to the Governor's Finance Committee.

Headteacher

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the Charging and Remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Stafford Manor High School will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

Education

The school will not charge for:

- an admission application;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum¹, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school².

The school will charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances (see page 3).
- Community facilities

¹ It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

² However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **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 school; 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.
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- Examination entry fee – is student does not attend public exam.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation
- 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 students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, Stafford Manor High School is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

When inviting voluntary contributions for an activity parents will be, advised of the following, as appropriate:

- The activity cannot take place without some help from them.
- If there are insufficient voluntary contributions to make the activity possible and there is no way to make up the shortfall the activity will be cancelled.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Activities Stafford Manor High School charge for

The school will charge for the following activities:

- any other education, transport or examination fee unless charges are specifically prohibited. The full costs will be charged.
- breakages and replacements as a result of damages caused willfully or negligently by pupils. Up to 100% of the costs will be charged at the discretion of the Headteacher.
- extra-curricular activities and school clubs
- If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. If a bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges are calculated.
- Letting of the school premises or grounds.
- Charges for materials or ingredients where the pupils wish to have the finished product. The full costs will be charged.
- Cost of transport to take part in work experience.

For regular activities, the charges for each activity will be determined by the Governing Body and reviewed in the Spring Term each year.

Residential Visits

The school will not charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit 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 pupil is being prepared for at the school, or part of religious education; and
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

The school will charge for:

- board and lodging and the charge will not exceed the actual cost.

When the school informs parents about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of the following benefits will receive a 25% discount:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- The guaranteed element of pension credit
- support under Part VI of the Immigration and Asylum Act 1999

- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1st April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Music tuition

Stafford Manor High School can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- For a pupil who is looked after by a local authority

Transport

The school will not charge for:

- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Appendix 1

Summary of Charges Hourly rates for lettings

Facility to Hire	Hourly rate wef 01/04/2023
Classroom	£25
Community rooms	£40
Dance studio/meeting room	£25
Field	£17
Field and changing rooms	£25
Main Hall	£40
Stafford Room	£40
Manor Room	£30
Mugas x 3	£12
Sport hall and changing rooms	£40
H1	£30
H2	£10

* Staff to receive a 50% discount

However please note that full paying hirers will take precedence over reduced paying hirers (this includes staff).