

# Parkside Academy



## Charging & Remission on School Activities Policy

September 2016  
(review September 2018)

## **Purpose**

The policy of the Governors of Parkside Academy is to provide free education to all pupils attending the school. The Governing Body has, therefore, set up this policy to ensure that there is clarity over those items which Parkside Academy will provide free of charge and those for which there may be a charge.

Under the terms of the Education Act 1996, the Board of Governors must have a policy for charging pupils to participate in academy activities.

This policy has been drawn up using guidance issued by the Department for Education.

### **1. Legal requirements**

The Education Act 1996 incorporates the law for charging for school activities in all LEA maintained schools. The objectives of the charging provision are to:

- Maintain the right of a free education
- Establish that activities offered wholly or mainly during normal teaching time should be available to all pupils, regardless of their parents' ability or willingness to help meet the costs.
- Emphasise that there is no statutory requirement to charge for any form of education or any related activity but to give schools the discretion to charge for optional activities wholly or mainly out of school hours.
- Confirm the right of schools to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

### **2. Outline**

Where visits are arranged either as part of a particular syllabus or to enhance pupils' learning experience, parents may be asked to contribute towards the cost. However, legislation states that a pupil should not be excluded from a visit if a parent does not wish to contribute. Parents may make a confidential request to the Headteacher for exemption from such contributions in circumstances of family hardship. However, if there are insufficient contributions it will be at the schools discretion to decide if the trip is a viable option.

There may be occasions when an organisation other than the local authority (LA) or the school governing body arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided, but permission for children's absence must be sought from the school.

Parkside Academy believes that pupils should have every opportunity to benefit from as many varied learning experiences as possible.

### 3. Permitted Charges

Charging is permitted, under the Education Act 1996, in the following areas:

| Tuition Fees  |   |
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| Costs associated with individual tuition in the playing of a musical instrument as provided by Durham County Council or another external provider.  | A charge will be made per lesson, the charges will be reviewed upon any increase of charges to the school by the Music Service.   |
| Vocal tuition, outside of school hours, unless the tuition is an integral part of the syllabus for a prescribed public examination or the National Curriculum.  | Parents in receipt of certain benefits may be eligible for a reduction of fees, special arrangements may be made with the school and will be assessed on an individual basis.   |
|   | Any examination fees are paid by the parents.   |
| Incidental charges  |   |
| Materials – schools must be prepared to provide or pay for any ingredients, materials, equipment etc. needed for practical subjects.  | The school may charge for, or require the supply of, ingredients and materials if parents have indicated a wish to own the finished product.  |
|   | Should a parent not wish to buy the finished product, the materials should be supplied by, and could be sold by, the school.  |
| Breakages/Vandalism/Fines   |   |
| If a pupil/parent is proven to have; <ul style="list-style-type: none"> <li>caused damage to school property</li> <li>broken, damaged or lost equipment</li> </ul>  | The school may charge the parents any associated costs with repairs to school property for the damage caused.<br><br>The school may charge the parents to repair/replace the damaged equipment. The cost is a matter for determination of the school. |
| Loan of Equipment   |   |
| Parents may be asked to make a deposit charge for equipment on loan to a pupil, e.g. a musical instrument, iPad etc   | This deposit will be refunded on the return of such equipment if it is still in working order; no refund of the deposit will be made if the equipment is not returned or is returned not in working order.  |
| Educational Visits and Field Trips  |   |
| Board and lodging on residential visits   | Parents are to be charged, except in cases of statutory remission where families receive benefits.  |
| Educational visits and field trips  | Parents will be asked for a voluntary contribution  |
| Examination Costs   |   |
| The Education Act 1996 states that no charge shall be made in respect of the entry of a pupil at a maintained school for a prescribed public examination for which the pupil has been prepared at the school. <i>However, a fee can be recovered from the pupil's parents where the pupil fails, without good reason, to meet any examination requirements for that syllabus.</i> |   |
| Examination entry for prescribed exam for which pupils have not been prepared by the school.  | Parents to pay all charges  |
| The cost of examination where a pupil fails to sit the examination unless a medical certificate is provided.  | Parents pay all charges   |
| Rescruiting of exam results   | Parents pay all charges   |

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| Entry for an exam which is not on prescribed list where preparation takes place outside school hours.   | A charge will be made  |
| Recovery of wasted exam fees.   | Parents pay all charges  |
| Exam and centre fees for 'external' candidates  | Payable in advance   |
| Where the preparation by the school would enable a pupil to take two or more alternative prescribed exams   | The cost of one should be met by the parents   |
| Where a pupil is entered for an exam re-sit but no additional preparation has been given by the school since the occasion of the first exam entry | The parents should bear the cost   |
| <b>Work Experience</b>  |  |
| Transport to work experience  | Parents will pay directly (except stated pupils where the statement refers to transport) |
| <b>Activities out of school hours</b>   |  |
| Activities outside of school time not related to statutory duties.  | Charges will be levied   |

#### 4. Remission

The Tax Credits Act 1999 replaced family credit and disability working allowance with working families' tax credit and disabled person's tax credit respectively. Complete remission of charges will be made:

- in respect of board and lodging provided for a pupil on a residential trip where it is specified in the syllabus for a prescribed public exam or is part of the statutory duties relating to the NC or RE
- and
- where the pupil's parents are in receipt of income support, working families' tax credit, an income-based jobseeker's allowance or disabled person's tax credit.