

BEVERLEY HIGH SCHOOL

CHARGING AND REMISSIONS POLICY June 2021

The Governors wish to make the school's programme of curriculum visits and activities available to as many pupils as possible. They endorse the principle that no pupil should have access to the curriculum limited by charges but recognise they have to operate within the constraints of the school budget.

The Governing Body also recognises that there is a clear distinction in charging between Curriculum and Non-Curriculum activities.

A CURRICULUM ACTIVITIES

Any charges made by the school for curriculum activities must meet the requirements of the 1996 and 2002 Education Acts. It is the policy of the Governing Body:

1 Residential Trips – Board and Lodging
To levy a charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission. (Voluntary contributions may be sought for transport and other costs.)

2 Curriculum Activities
To request voluntary contributions from parents in advance for curriculum activities/trips during school time. No pupil should be excluded by reason of inability or unwillingness to make a voluntary contribution. However, if insufficient voluntary contributions are raised to fund the activity/trip, then the Headteacher may cancel the activity and a full refund given. Any voluntary contributions made for an individual pupil **do not** include any element of subsidy for non-paying pupils. Any insurance costs will be included in charges for trips and activities.

The school is fortunate to have access in school time to local sports facilities. Where an entry charge is payable to these facilities, a voluntary contribution will be sought from parents.

Where an activity takes place partly during and partly outside school hours and if more than 50% of the time is outside school hours, a charge can be made.

3 Examinations
NO charge will be made for examination entries, except where:

- 3.1 The school has not prepared pupils for the examination in the year for which the entry is made, or
- 3.2 A pupil has failed, for no good reason, to complete the requirements of the examination or to attend for it and does not provide to the school acceptable reasons for this. (This would not apply in the case of illness supported by a medical certificate).
- 3.3 The Governors reserve the right to charge for re-taking examinations or modules.
- 3.4 In agreement with Beverley Grammar School, pupils in the Joint 6th will be charged for any re-sits of examinations.

4 General Lesson Costs
NO charge will be made in respect of books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the school, except where parents have indicated in advance that they wish to purchase the product. Voluntary contributions may be sought in cash or kind in order to enable school resources to go further.

5 Music Tuition
The school has a tradition of providing opportunities for a large number of pupils to receive instrumental lessons. To maintain this level of Music Support the school asks parents to contribute towards the cost of their child's tuition. (Please see paragraph 6 below and appendix for charge).

For those pupils studying GCSE and A Level Music, financial regulations state that we may ask parents for a voluntary contribution of the same amount.

The charge is payable in accordance with the guidance issued at the start of the academic year, by the school Business Manager.

6 Statutory Remission

Statutory remission is given to those parents who can prove they are in receipt of either:-

- Income Support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance
- Support under [Part VI of the Immigration and Asylum Act 1999](#);
- Child Tax Credit (providing that they are not also entitled to Working Tax Credit and have an annual income that does not exceed the yearly inland revenue assessed threshold;)
- Guaranteed element of State Pension Credit.
- Universal Credit

This criteria is the same as for free lunch entitlement. Under the 2002 Education Act remission only applies to board and lodging on residential trips. However the Governing Body has extended this to include music tuition so that pupils are not disadvantaged because of an inability to pay.

Applications for remission should be made via the Business Manager from whom an application form may be obtained.

B **NON-CURRICULUM ACTIVITIES**

1 Non-Curriculum Trips

The school will levy a charge, as an 'optional extra', for trips which are NOT part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. If there are insufficient pupils to make the trip viable, then it will be cancelled and a full refund given. Any insurance costs will be included in charges for trips and activities.

2 School Property

To charge parents for damages to or loss of school property caused wilfully or negligently by their children.

3 Private Photocopying

A charge will be levied to cover the cost of private photocopying which will be determined on an annual basis on a per copy basis. (Please see appendix for charges).

4 Private Lettings

A scale of charges is available for the hiring of the school premises. (Please see appendix for charges).

5 Freedom of Information

Charges are made for information published under the Freedom of Information Act. (Please see appendix for charges).

6 Data Protection Act Charges

Charges are made for information supplied under the Data Protection Act. (Please see appendix for charges).

7 Discretion

The Governing Body authorise the Headteacher's discretion to remit charges to pupils in cases of individual need or unusual circumstances.

The Policy will be reviewed annually by the Governing Body.

Reviewed June 2021

Next review June 2022

APPENDIX A TO BEVERLEY HIGH SCHOOL CHARGING POLICY

ACADEMIC YEAR 2021/22

1. The following charges are applicable for the academic year 2021/22 at Beverley High School, as endorsed by the Governing Body.
2. Music Tuition. A contribution is required of £207 per annum (£69 per term). This contribution does not meet the full cost of the lessons. The charge is not levied per lesson it is for the annual provision, which is overall 30 lessons per year.
3. Private Photocopying. The cost is 7p per copy for black and white and includes VAT.
11p per copy for colour (including VAT)
4. Private Lettings. The rates are:

Hourly Rates	Standard	Commercial
Sports Hall & Changing rooms	£37.00	£62.00
Gym & Changing rooms	£31.00	£47.00
Specialist Classroom (ie Drama/Dance Studio/Large classroom)	£31.00	£46.15
Canteen	£31.00	£46.15
Assembly Hall	£31.00	£46.15
Classroom	£19.00	£33.00
ICT Facilities-Interactive whiteboard and projector with log-in facility. Own equipment cannot be used.	£27.00 per session	£35.00 per session

Contact the school on 01482 881658 for further information.

5. FOI request: charges may be made for FOI requests in line with the Freedom of Information Code of Practice. The charges may include:
 - actual production expenses (e.g. redacting exempt information, printing or photocopying);
 - transmission costs (e.g. postage);

6. Subject Access Requests

In most cases, there is no charge for Subject Access Requests. However, the ICO (Information Commissioner's Office) state that where the request is manifestly unfounded or excessive a "reasonable fee" for the administrative costs of complying with the request can be charged. In such cases, the school would apply a "reasonable fee".

Also a fee would be charged for duplicate copies following a request. The fee would be based on the administrative costs of providing further copies.