



**Central Lancaster
High School**

SCHOOL CHARGING AND REMISSION POLICY

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SCHOOL CHARGING POLICY

INTRODUCTION

This charging policy complies with statutory requirements, and has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

In keeping with the schools inclusive ethos, trips and activities' are promoted to all and wherever possible are made accessible to all.

Non Chargeable

Resources

- Education provided wholly or mostly during school hours¹. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity; (this excludes the charging of revision guides as these are not an essential part of the curriculum but enhances a student's educational achievement in the examination).
- Education provided outside of school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education

Extra Curricular Activities in and out of school

- Instrumental and vocal music tuition which is part of the National Curriculum (see appendix for detailed definitions regarding music tuition)
- Instrumental and vocal tuition for children in care, and a specified number of pupils who are Pupil Premium (EVER6/FSM) entitlement. This can be reviewed / revoked subject to budget constraints and Government policy changes in benefits.

Examinations

- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it and attended all additional classes provided at the school.
- If the school deems it to be in its own interest (and/or the interest of former pupils) to seek a remarking of certain examination papers (for example where results vary significantly from expected performance and "league" position affected), then it can do so. The school will pay the appropriate re-marking fee from the school budget share under exams "for the purposes of the school".

Educational Trips

- **Activities that happen partly during and partly outside school hours².** If most of the time spent on non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge may be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.)
- A long-distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fell mainly within school hours, the trip would count as happening in school time and be free of charge

Voluntary Contributions

- The school may ask for voluntary contributions towards the cost of school-time activities and/or transportation in school vehicles to assist with funding subject to the following conditions:
 - any children of parents who do not wish to contribute will not be treated any differently;
 - Pupils whom the school receives Pupil Premium funding will be asked for a voluntary contribution. The school will support from the PPG fund where possible.
 - Where there are insufficient contributions to make the activity viable then the activity will be cancelled. Parents should be made aware of this in the initial correspondence

School minibuses

- Only the school's pupils, staff or parents may travel in a school's minibus.
- Schools may charge for transport in their minibuses for users only if they hold a permit issued under Section 19 of the Transport Act 1985. In some cases, the permit exempts the school from Public Service Vehicle (PSV) operator and driver licensing requirements.
- A permit is not required if no charge is made in cash or kind.
- Schools may not raise funds to make a profit by charging for travel in their minibuses.
- Charges may recover some or all of the costs of running the vehicle, including loss of value. But the service may not make a profit, either directly through the fares charged or incidentally as part of a profit-making activity, even if any profit would go into the school's other running costs or for charitable purposes. A charge is any payment made in cash or kind (for example a club subscription) by or on behalf of a person that gives him or her a right to be carried.

1. Schools hours are those when the school is actually in session and do not include the break in the middle of the school day. Good practice to make this information available to parents and others

2. The legislation operates a '50%' concept. If 50% of a non-residential activity falls outside school hours (including travelling time, but excluding mid-day break), the whole activity is deemed to be outside school hours.

Chargeable

The school may recover the full costs of the following activities but charges will not exceed actual cost:

Resources

- Educational or other activities provided wholly or mainly outside school hours which are not:
 - i. part of the National Curriculum;
 - ii. part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;
 - iii. part of religious education.
- Examination revision guides that are enhancing a student's achievement in examination (this does not apply to pupils in receipt of free school meals) The school can sell the revision guides to students at cost price. The department cannot buy these guides back from students.

Examinations (See Appendix 1)

- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school.
- In some instances, where examination results may not vary from expected performance, the parents might deem it to be in the best interests of their child to have individual papers re-marked, and have approached the school (as the examinations centre) to seek a re-mark on their behalf. If the school agrees to do this, then it needs to make clear to the parent that the school is acting as an agent for the parent in obtaining an additional service from the awards body, and that the parent is responsible for any fees involved. It is not the school making this charge. The fee is being charged by an outside professional body for an additional service rendered to an individual parent, processed through the agency of the school.

Extra Curricular Activities in and out of school

- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.

Educational Trips (see Appendix 2)

- Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or do not form part of the school's basic curriculum for religious education. In addition, no charge can be made for activities that are an essential part of the syllabus for an approved examination.

- Activities (or "optional extras") taking place wholly or mainly outside school hours which are not provided as part of the syllabus for prescribed public examination and are not required in order to fulfill statutory duties relating to the National Curriculum or to religious education. Such activities may include traditional activities such as outdoor pursuits and theatre visits but may also include services provided as part of a pupil-focused extended schools programme, e.g. breakfast clubs, homework clubs and other activities which provide an educational benefit for pupils or services that are provided as part of a wider community programme.
- Board and lodgings on residential visits (subject to remission arrangements).
- A trip that involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside school time. Charges would then be allowed

School minibuses

- Only the school's pupils, staff or parents may travel at a charge in a school's minibus.
- Schools may charge for transport in their minibuses for other users only if they hold a permit issued under Section 19 of the Transport Act 1985. In some cases, the permit exempts the school from Public Service Vehicle (PSV) operator and driver licensing requirements.
- A permit is not required if no charge is made in cash or kind.
- Charges may recover some or all of the costs of running the vehicle, including loss of value. But the service may not make a profit, either directly through the fares charged or incidentally as part of a profit-making activity, even if any profit would go into the school's other running costs or for charitable purposes. A charge is any payment made in cash or kind (for example a club subscription) by or on behalf of a person that gives him or her a right to be carried.
- Departments will be charged (effective 1.4.2011) a mileage charge for use both during and outside of normal school hours. The mileage charge will be based on the following calculation: current fuel cost per litre x 4.54609 / 25 (vehicle miles per gallon) x no. of miles travelled (*eg. £1.2895 x 4.54609 / 25 = 23.4p per mile*)

Damage

- The cost of breakages (this applies to trips whether charged or not), lost and destroyed property of the school can be charged. The sum to be recharged is dependant on the value and the circumstances of the incident.
- Damage to fire extinguishers, alarms, and other fire detection equipment 100% will be charged to parents.
- Broken windows and door panels will be charged at the Principals discretion this can be 50% of the cost for accidental damage or 100% for deliberate/malicious damage. Where there are more than one pupil involved the repair costs will be equally divided amongst the students
- Where the damage is accidental the school will try to support parents whilst not being out of pocket with the expense.
- The senior Leadership Team can at their discretion allow the 'debt' to be cleared by means of 'unpaid work experience' in school

Smoking

In accordance with legislation local and government, the school is liable for fines if any staff, student or visitor are reported for smoking³ within the school premises and/or school grounds. All LCC establishments operate a NON-SMOKING policy.

- Students – any student found to be smoking on school premises (inside or outside) will have the school consequence system implemented. After 3 recorded instances of being caught smoking, a fine of £50 will be levied to the parents of the student concerned.
- Staff – any member of staff found to be smoking on school premises (inside or outside) will be issued a fixed fine of £50
- Visitors – any visitor found to be smoking will be informed of LCC policy and asked to extinguish the cigarette; if they refuse they will be asked to leave the school site immediately.

3. Definition. *Smoking is the inhalation of the **smoke** of burning tobacco encased in cigarettes, pipes, and cigars and emitting smoke or visible vapour from electronic cigarette devices*

Consultancy and Training (See Appendix 3)

- External delivery of INSET to Educational establishments and LEA
- Consultancy services for Educational Establishments requiring guidance, advice and delivery as appropriate
- Mentoring of external school staff, ITT students, Trainee teachers placement A and B, Schools Direct
- NLE and NSS consultancy work

APPENDIX 1

PUBLIC EXAMINATIONS

No charges may be made for entering pupils for public examinations that are set out in Regulations. The governing body must enter a pupil for each examination in a public examination syllabus that the school has prepared the pupil for. This does not need to apply if the governing body thinks there are educational reasons for not entering the pupil, or if the pupil's parents request in writing that the pupil should not be entered.

The LA may not override the governing body's decision on whether to enter a particular pupil for an examination.

An examination entry fee may be charged to parents if:

- The examination is on the set list, but the pupil was not prepared for it at the school;
- The examination is not on the set list, but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee, this includes non attendance.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in Regulations.

APPENDIX 2

RESIDENTIAL ACTIVITIES

Special rules apply for residential activities. A trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half-days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half-days beginning at noon and at midnight.

On this basis, a term-time trip from noon on Wednesday to 9.00pm on Sunday would last for nine half-days, include five school sessions and would count as taking place in school time. A trip from noon on Thursday to 9.00pm on Sunday would count as seven half-days, include three school sessions and would be classified for charging as taking place outside school time. If fifty per cent or more of a half-day is spent on a residential trip; you should treat the whole of that half-day as spent on the trip.

If a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national Curriculum or religious education, no charge may be made either for the education or for the cost of travel.

Appendix 3

CONSULTANCY AND TRAINING

The school will charge schools, colleges and LEA's (as appropriate) on an individual basis for all consultation and training delivered by the school. The charges will be invoiced through the schools Finance system and all debtors will have 30 days from the date of invoice to settle the accounts.

Consultancy

Chargeable items for consultancy will be as follows:

- Staff hours (hourly rate charged per Teachers Pay and Condition Document 2014), for main scale staff this rate will not exceed the LEA's supply rate
- Consultancy outside of the school day and school hours will be charged at an agreed amount recognizing the seniority of the staff involved
- Travelling (this will be charged at 45p non training/ 26p training per mile)
- Administrative expenditure (postage, reprographics, telephone calls)
- ICT resources provided on CD will be charged separately at a base rate of £100.00 (this fee allows users to photocopy all data and information provided)

Any discount on the above fees will be at the discretion of the Principal

Individual payment to members of staff delivering consultancy / mentoring will be based on the time spent outside of normal school hours and will be subject to the usual deductions (PAYE/NIC/Pension). Payments will be authorised by the Principal and/or Chair of Governors and processed through the schools payroll

In-house training

The total amount received by the school from the Institute of Further Education (per trainee) will be devolved as follows:

- | | | |
|-------------------------|---|-----|
| ▪ Curriculum Department | - | 50% |
| ▪ School budget fund | - | 20% |
| ▪ Teacher Mentor | - | 30% |

The above allocations will apply to all training whether delivered in school or externally. Any training that is not linked to a curriculum department, the funding will be devolved directly to the schools budget fund.

Remission Policy

This remission policy complies with statutory requirements, and has regard to the Authority's policy statements on remission and is reviewed on an annual basis.

In keeping with the schools inclusive ethos, trips and activities' are promoted to all and wherever possible are made accessible to all. The school will ensure that all parents are aware of the remission arrangements when running any activity or trip

There will be no charge for pupils whose parents are receiving Income Support, income-based jobseeker's allowance (ESA), child tax credit or disability working allowance. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

RESIDENTIAL VISITS

Parents in receipt of the following are exempt from being charged for board and lodgings:

- Income Support
- Job Seekers Allowance (Income based)
- Support under part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Income related Employment Support Allowance
- Child Tax Credit and are not entitled to Working Tax Credit and your annual income, as assessed by the Inland Revenue, does not exceed £16,190 (April 10 figure).

The Government does not allow us to recognise any other benefit other than those mentioned above.

The school is to see evidence of any of the above in order for charges to be waived.

These criteria will change in accordance with Government legislation.

Charges for other 'chargeable activities' may also be fully or partly remitted.

Non Educational Visits

Remission may also be granted on the following:

- the 20% charge (using LEA facilities – see LEA policy on 80% reduction) for pupils whose parents are in receipt of benefits that correlate to the free school meals eligibility criteria and for whom the school has received Pupil Premium funding
- the cost for transport, additional activities etc chargeable for pupils whose parents are in receipt of benefits that correlate to the free school meals eligibility criteria and for whom the school has received Pupil Premium funding
- possible remission of other permissible charges for pupils whose parents are in receipt of benefits other than those set out above