



GUISELEY SCHOOL

Charging and Remissions Policy

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Responsible Officer:	Director of Administration & Finance

Charging and Remissions Policy

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1. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

The Governors of Guiseley School are committed to providing the best education for all and will endeavour within reason and as funding resources allow, to ensure that all activities offered wholly or mainly during the school day are available to all students, regardless of their respective parent's/carer's ability to pay. However, Governors reserve the right to request voluntary contributions from parents/carers and in the event of insufficient funding, to cancel an activity.

This policy has been formulated in accordance with the provisions of sections 449 – 462 of the Education Act 1996, which contains the legislation on charging for school activities in schools maintained by local authorities in England.

2. Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

3. The School recognises that legislation prohibits charges for the following:

3.1. Education

- Any financial contribution as part of the admissions processⁱ
- 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 Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent/carer
- Entry for a prescribed public examination, if the student has been prepared for it at the school
- Examination resits if the student is being prepared for the resit at the school ⁱⁱ

3.2. Transport

- 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 school has arranged for students to be educated;
- Transport that enables a student to meet an examination requirement when they have been prepared for that examination at the school; and
- Transport provided in connection with an educational visit.

3.3. Residential visits

- 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 student is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

4. School can charge for:

4.1. Residential visits

- Board and lodging
This charge will not exceed the actual cost and children eligible for free school meals will be exempt from paying the cost of board and lodging

4.2. Non-residential trips, visits and activities

- Any materials, books, instruments, or equipment where the child's parent/carer wishes them to own them
- Optional extras (as detailed below)
- Music and vocal tuition in limited circumstances (see below)
- Community facilitiesⁱⁱⁱ

4.3. Optional extras

Charges may be made for some activities that are known as 'optional extras', including the related cost of providing materials, books, instruments or equipment. **Optional extras are:**

- Education provided outside of school time that is **not**:
 - Part of the national curriculum
 - Part of a syllabus for a prescribed public examination that the student is being prepared for at school, or
 - Part of religious education
- Examination entry examination entry fee(s) if the student has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the student to school or to other premises where the school has arranged for the student to be provided with education)
- Any extended day school activity, such as an after school club

The cost of optional extras may include:

- any materials, books, instruments or equipment provided
- cost of buildings and accommodation
- non-teaching staff
- teaching staff, including supply teachers, engaged specifically to provide the optional extra; and the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

5. Online payment

Following COVID-19, Guiseley School is no longer accepting payment by cash or cheque, so request that you make all future payments to school through our online SCOPAY option.

This includes payments for all charges and voluntary contributions for materials, such as books and revision guides; music lessons; trips/activities and for the cashless catering system. Please see the website for further information about the online payments system, SCOPAY.

6. Optional extras offered at Guiseley School

6.1. Music tuition and hire of instruments

Vocal and musical instrument tuition where this is an optional extra and not part of the curriculum.

The Governors of Guiseley School are keen to support the provision of music lessons, as they recognise its value to our students individually and to the life of the school as a whole. For 2020-21 the charges are **£78 for group lessons and £146 for individual lessons per term**. There is a discount available for vocal,

piano and keyboard lessons making the charge for these £73 for group lessons and £136 for individual lessons. Please note that, as in previous years, students studying for GCSE or A-level music will not be charged. There will be a minimum of 33 lessons during the year and the cost is spread out equally between the three terms.

If your child does not have access to an instrument to use at home there are several businesses in the area that you could approach regarding hire of an instrument, although it is also possible to hire an instrument through school. As a school we use Artforms as our supplier as they have an extensive supply of instruments that are available for schools to acquire at a reduced rate. The current rates are £15 or less per term depending upon the instrument.

Further details are available from the Music department. The Governors will review the charges and subsidy on an annual basis.

6.2. Examinations

- Re-sits for public examinations where no further preparation has been provided by the school
- Examination fees where a student fails without good reason to sit the exam
- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited

6.3. Property and equipment

- Breakages and replacements as a result of damages caused wilfully or negligently by students. This includes the costs of replacing any books and or equipment provided by school.
- Damage/vandalism/loss to and of school property
- Books or materials where parents/carers wish the student to own the goods (such as folders to carry art or technology work; art materials for use at home; calculators and so forth)

6.4. Printing charges

In order to maximise the value we obtain from our printing budget, the school has introduced a recharge of printing costs to departments. Similarly, every student will be given a printing allocation so that we can monitor usage.

Each student is given an annual limit for printing that they can use for their school work on any of the printers in school. The cost for printing has been calculated on the cost of paper, the printer ink or toner plus the average cost of maintenance to service and repair the printers. This works out at 2p per A4 page in black and white, and 4p per A4 page in colour. The allocation gives each student in Years 7 & 8 100 pages worth of free printing in black and white on A4 paper increasing to 150 pages for Years 9, 10 & 11 and 200 pages for Sixth Form, which we believe will be sufficient. Students may purchase extra printing credit from the finance office. The school may increase the budget allocation for students studying subjects that demand high printing needs for GCSE or A-level coursework, in consultation with the curriculum leader for that subject.

6.5. Lockers

We continue to supply lockers for our students in years 7–11. The cost of the lockers is high and the only way we can continue to offer students lockers is to charge an annual rental fee of £5.00. Due to limited space available some students may have to share a locker and in this case the rental fee will be reduced to £2.50. We will waive the £5/£2.50 locker fee should you join or are already a member of the School's regular giving scheme.

7. School Meals

The Governing Body will determine and publish annually the price to be charged for school meals. For 2020/21 the school meal price will be £2.50. Full details of our catering price list can be obtained from the school's website: <https://www.guiseleyschool.org.uk/parents-carers/catering>

Please note that the school and Hutchison Catering can no longer accept payment by cash or cheque, all payments need to be made online.

We appreciate that everyone leads busy lives and sometimes accounts do not get topped up immediately, so we have amended our catering system so that it will allow your child to have up to five lends before their account becomes blocked. This gives you a full week to top-up your child's account. Please see the guide published on our website about setting up alerts so that as soon as their balance is getting low you will receive an email reminder to top-up.

8. Free School Meals

The School will apply a Free School Meal allowance to your child's account from the date of notification.

9. Voluntary Contributions

Parents will be invited to make a voluntary contribution for any activities or provision organised for the benefit of students where it is inappropriate to make a charge. The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- That the contribution is genuinely voluntary and a parent/carer is under no obligation to pay
- That registered students at the school will not be treated differently according to whether or not their parent/carer has made any contribution in response to the request
- Initial letters will explain the nature of the proposed activity and its likely value in educational terms
- The letter will indicate the contribution per student which would be required for the activity to take place
- If the activity cannot be funded without voluntary contributions the this will be made clear at the outset
- If insufficient voluntary contributions are raised to fund the activity then it may be cancelled
- The responsibility for determining the level of voluntary contribution is delegated to the Headteacher
- The School reserves the right to include a surcharge of up to 2.5% to contribute towards the administration and finance costs of organising trips and activities.

9.1. Trips and Visits

Letters will be sent out for each trip/visit giving details of the trip and any voluntary contribution requested.

Where a trip or activity shows a surplus once all costs are paid out, the Headteacher will decide whether a refund is due to parents. Sums of less than £10 or less than 5% of the trip costs will not normally be refunded due to the administration costs involved. Funds retained by the school will be used to support future trips and activities.

9.2. Design & Technology

Years 7, 8 and 9

All Year 7 and 8 students are requested to make an annual payment of £20.00 to contribute towards the cost of materials used in project work in Design & Technology, including the Food and Nutrition element of the curriculum. This figure has been kept at a minimum level and is designed to be more convenient

for parents/carers then sending in ingredients. The food practical lessons include the use of fresh seasonal ingredients and promote healthy food choices. Students take the food prepared home (or eat it for lunch).

Years 10 and 11

Those students taking Design & Technology may be asked to contribute to the cost of the materials where the projects made are taken home. GCSE students' costs will depend upon their choice of projects.

Years 7 to 11

Apart from the standard contribution in years 7 and 8, the school may make an additional charge if your child takes something home, which he or she has made in a practical subject.

No contribution is expected for those children who form part of the pupil premium cohort (this includes all children eligible for free school meals).

10. Remission (exemption from payment)

Pupil Premium Funding is used to ensure that children who form part of the pupil premium cohort¹ (this includes all children eligible for free school meals) will be eligible for exemption of payment:

- 10.1. for charges for board and lodging costs during residential school trips
- 10.2. for other charges such as for optional materials (revision guides, certain art materials to use at home for example), locker rental
- 10.3. for music lessons, school will cover the cost of one group lesson for pupil premium students (equivalent to £73-£78 per term).
- 10.4. Where School requests a voluntary contribution we provide the facility for parents/carers to select a pupil premium option, and in these cases the school will cover the voluntary contribution

Note 1: Please note this does not include children who attract the Service Premium, as this funding is to help with pastoral support.

11. School Uniform

In cases of hardship parents have the right to apply to school for assistance with uniform. The governors have set out guidance for the school and delegated decision making to the Hardship panel, which consists of the Headteacher, The Director of Administration and Finance and the Assistant Headteacher with responsibility for Pupil Premium.

To be eligible to apply under the hardship fund, parents will normally be in receipt of a government benefit, excluding Child Benefit and Working Tax Credit.

Hardship may be considered in special circumstances when not in receipt of government benefits.

Please see the [Application for Uniform funding](#) published on the School's website.

12. Who is entitled to Free School Meals?

If you are on benefits, your child may be entitled to free school meals no matter what year they are in which could save you £475 per year per child.

Year 10 pupils in Leeds have recorded a series of videos on free school meals and the benefits of eating a healthy meal at lunchtime, which are available to [view on YouTube](#).

You are entitled to free school meals if you receive any of the following benefits:

- Income Support
- income-based Job Seeker's Allowance
- income-related Employment and Support Allowance
- Child Tax Credit with an annual income of less than £16,190, provided they are not receiving Working Tax Credit
- the 'Guaranteed' element of the State Pension Credit
- support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit, if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- If your child is eligible for free school meals, they will remain eligible until they finish the secondary phase of schooling.

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Please note: People receiving Working Tax Credit, regardless of their income level, do not qualify.

What to do if you think you are eligible for Free School Meals

If you live in Leeds:

Call Leeds Welfare and Benefits Service on 0113 222 4404 or

look at Leeds City Council's [How to claim free school meals page](#)

<https://www.leeds.gov.uk/residents/council-tax-and-benefits/free-school-meals>

Non-Leeds Residents

If you do not live in Leeds then you need to complete an application form, which is available from our website or the school office.

13. Individual Cases of Financial Difficulty

- Requests for financial assistance should be made in writing to the Headteacher upon receipt of the letter outlining the details of the activity, or as soon as parents/carers are aware that an activity is to take place
- The Headteacher may be able to agree flexible, extended payment terms
- Parents/Carers may be able to ask for assistance from the Hardship fund which operates independently from other funds
- Parents/Carers in receipt of the benefits outlined above under Free School Meals will be considered as first priority for assistance
- In most cases, parents/carers will be asked to bear a proportion of the cost which is usually 50%
- All cases will be treated individually and in confidence.

ⁱ Paragraph 1.9 (n) of the 'School Admissions code 2012' refers

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

ⁱⁱⁱ The powers to provide community facilities are under s.27 (1) of the Education Act