



FOREST HILL SCHOOL POLICY

CHARGING AND REMISSIONS

October 2021

Review: (FTD) as required, or if a situation occurs which necessitates amendment

1. Principles

The Education Act 1996: Section 457, The Education (School Sessions and Charges and Remissions Policies) (information) (England) Regulations 1999: SI 1999/2255 requires all Governing Bodies to have a clearly defined policy on charges and on the remission of charges for school activities and set out the legal framework in which such policies have to be set.

Day to day implementation of this policy is delegated by the Governing Body to the Headteacher.

2. 'Free of Charges' activities

No charge will be levied for any of the following:

- An admission application to the school.
- Statutory education provided during normal school hours (including the supply of material, books, instruments or other equipment).
- Education or activities provided outside normal school hours that are part of the National Curriculum, or part of a syllabus for a prescribed public examination that students are being prepared for at the school, or part of the basic curriculum for Religious Education.
- Music Tuition, if that tuition is part of the National Curriculum, or part of a syllabus for a prescribed public examination that students are being prepared for at the school.
- Entry for a public examination, if the pupil has been prepared for it at the school (see section 6 below for detailed guidance on when exam fees are payable).
- Where an activity is partly in and partly out of school time, it is deemed to be in school time if at least 50% of the time is during normal school sessions.

3. Chargeable Activities

The School may levy charges for the following:

- Any materials, books, instruments or equipment where the student or parent wishes to retain ownership. This includes items such as those prepared in D & T, which a student takes home.
- Everyday equipment required by students in order to complete their work eg replacement pens, pencils, art equipment etc.
- Photocopying and printing costs, where those costs exceed a reasonable limit set by the school.
- Education provided outside normal school hours which is not part of the National Curriculum, or part of a prescribed syllabus for which the pupil is being prepared or part of Religious Education.
- Board and lodging on a residential visit.
- Exam entry fees (including resits) where pupils have not been prepared by the school.
- Voluntary activities which do not form part of the National Curriculum and which mainly or wholly take place outside school hours.
- The administrative costs of running the work experience programme.

In all situations, parents/carers have a choice as to whether the student participates in any of the activities above.

The Governors also reserve the right to charge for damage to books, furniture, fixtures and fittings, property and equipment caused by carelessness or bad behaviour.

4. Voluntary Donations

From time to time, the Governors will also seek voluntary donations for activities (including those which take place during the school day) which, in the view of the Governors, it would be prohibitive to finance from within school funds. This includes Themed Learning Day activities. Pupil participation in any such activity that takes place will not be depend upon making a donation, but the Governors reserve the right to withdraw any activity where donations have been sought if, in the opinions of the Governors, the amount donated is insufficient to make the activity financially viable.

5. Cases of Financial Hardship

In order to remove financial barriers and encourage the full participation of financially disadvantaged students, the Governing Body may waive / reduce charges in the following circumstances:

- A student that is in receipt of Free School Meals

Parents / carers are in receipt of any of the following:

- Income support
- Income-based job seekers allowance
- Support under Section VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that working tax credit is not also received and the total family income (as assessed by HMRC) does not exceed the sum prescribed by HMRC rules
- Guaranteed State Pension.

Sixth Form students who are financially disadvantaged may be eligible to apply for a bursary payment, to support their education. Full details are on the School Website.

6. Examination Fees

The following are provided free of charge:

- GCSE initial registration and entry exam fees.
- AS initial registration and entry exam fees.
- A2 initial registration and entry exam fees.
- Authorised late entry or amendment fees.

Candidates will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

The following are chargeable:

- Retake fees for first and any subsequent retakes.
- Payment of exam board fees for any parental enquiry about a result or copy exam script.

The school reserves the right to seek reimbursement where candidates arrive late to an exam, fail to sit an exam (without good reason) or meet the necessary controlled assessment/coursework requirements. Should the school decide to levy a charge, the late arrival fee will be £10 and the absence fee will be £25. These charges will be reviewed in line with the Policy.

7. Music Tuition

Charges will be levied for voluntary individual music tuition where the tuition does not form part of the syllabus for a prescribed public examination and is not a requirement of the National Curriculum.

8. Online Payment system

Unless otherwise specified, all payments should be made via the online payment system. Access to this system is free for parents / carers, except in the case of credit card payments, where a standard merchant fee may be charged by card providers.

Review date: October 2022