

MYTON SCHOOL, WARWICK

SCHOOL POLICY ON CHARGING AND REMISSION

To conform with the requirements of the Education Act 1996 – sections 449 - 462, the Myton School Trust policy for charging and remissions is set out below.

Overview

Subject to the limited exceptions referred to below, the Governing Body of Myton School Trust will not charge for education provided during school hours including the supply of any materials, books, instruments or other equipment.

The Governing Body are committed to informing parents on low incomes or suffering financial hardship of the support available to them when being asked for voluntary contributions towards the cost of school trips / activities – ***refer Myton School Trust's Hardship Policy.***

Myton School Trust can charge for / request the following:

1. Any materials, books, instruments or other equipment where the student's parent/ carer wishes him / her to own them
2. Any optional extras, as defined below
3. Music and vocal tuition, in limited circumstances as defined below
4. Examinations, in limited circumstances as defined below
5. Residential Trips
6. Voluntary contributions
7. Remission of Charges

1. Materials, Books, Instruments and Other Equipment

If a student (or parent / carer of a student) wishes the student to own a text book, the cost of the text book will be charged at cost.

Sales of other items which are to become the property of the student e.g. musical instruments, revision guides, art materials, stationery items will also be made at cost.

Items belonging to the school and loaned to the student (e.g. text books) which are lost or damaged will be charged at replacement costs.

On occasion, if a student is preparing an article in a practical subject and wishes to own the finished article, a charge may be made that will not exceed the cost of the materials. Alternatively, parents may be asked to supply the materials in question.

2. Optional Extras are defined as:

- 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 pupil is being prepared for at the school;
 - Part of religious education;
- Examination entry fee (s) if the registered pupil has not been prepared for the examination (s) at the school;
- Transport (*other than transport that is required to take the pupil to school or to other premises whether the Local Authority / Governing Body have arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to students e.g. breakfast club, after-school club, tea and supervised homework sessions

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra

- The cost of accommodation
- The cost of transport (other than noted above *)
- The cost of tickets / admissions fees etc
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion for the costs, for teaching staff employed to provide tuition in playing a musical instrument or vocal tuition where the tuition is an optional extra

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be sought via the Finance Office prior to any optional extra charges being made.

3. Music & Vocal Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule

Myton School Trust will therefore charge for vocal or instrumental tuition provided either individually or to groups of any size, provided that the tuition is provided at the request of the students' parents / carers unless the teaching is an essential part of the National Curriculum.

Myton School Trust Board of Governors review and approve the music tuition fees policy every year which can be obtained upon request from the Finance Manager.

4. Examinations

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the school has not prepared students for the examination in the year for which the entry is made, or
- a student has failed to complete the requirements of the examination or to attend for it, or
- examination board services are requested that would not normally be incurred in respect of any entry through examination entitlement, the full examination board fee will be charged together with an administration fee;

Exam re-sits **will be** charged at costs with the exception of maths & English GCSE resits that are required to be taken in Y12 and / or Y13.

5. Residential Trips

Residential trips taking place ***mainly during school time or forming part of the National Curriculum etc:***

- For a residential activity taking place mainly during school time, or which meets the requirements of a syllabus for public examinations that the student is being prepared for at school, or is part of the National Curriculum or religious education, **no charge** will be made for either the education or cost of travel.
- **This does not however stop a voluntary contribution being sought – refer point 6 below.**
- Charges may be made for the board and lodging aspect of any trip, irrespective of whether it is in or out of school hours.
- Hardship funding is available to families who are in need of financial support – refer Hardship Policy

Residential trips taking place ***mainly outside of school time and which do not form part of the National Curriculum etc:***

- For a residential activity taking place mainly outside of school time and which is not part of the National Curriculum, statutory religious education or in

- preparation for a prescribed public examination that the student is being prepared for at school, charges will be applied which will include travel costs. Hardship funding is available to families who are in need of financial support – refer Hardship Policy

6. Voluntary Contributions

Myton School Trust is not prohibited by legislation from asking for voluntary contributions for the benefit of the school or any school activities. However if a specific activity / trip cannot be funded without voluntary contributions, the Governing Body or Head Teacher must make this clear to parents at the outset.

No child will be excluded from an activity simply because his or her parents / carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund the trip from some other source, then the trip will be cancelled.

Myton School Trust does ask parents / carers on a regular basis to make a voluntary contribution into the School Fund. The school fund is used to fund items that are not directly funded by the School Budget funding received from central government

7. Remission of Charges

In some circumstances the Finance Director will remit (wholly or partly) any charges which would otherwise be payable in accordance with this Charging Policy. Parents / carers who qualify for support are those families who are in receipt of eligible benefits, who face sudden financial hardship or whose child is eligible for Pupil Premium Funding - **refer Myton School Trust's Hardship Policy for further details**

Approved : FP & E Committee on 08-02-2022
Review due Autumn 2025