



Milford Haven School Charges & Remissions for School Activities Policy

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Policy created and reviewed by: Business Manager

Milford Haven School

Policy on Charging for School Activities

1. Introduction

Section 449 - 462 of the Education Act 1996 requires the Governing Body of any maintained school to adopt a policy on charging and remission arrangements for school activities.

This policy has been adopted by the Governing Body of Milford Haven School and is reviewed annually.

The principal circumstances in which charging is permissible under the Education Act 1996 are given below.

2. School Trips

Non-Residential – No charge will be levied in respect of school trips that take place during school hours and are a necessary part of the curriculum. However, a voluntary donation will be asked for transport.

Residential

For a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, there will be no charges for the education or the cost of travel. However, a charge may be made for board and lodging, and a voluntary donation asked for transport. (Except for pupils whose parents are in receipt of any of the benefits listed in Section 10 Remissions).

Residential (Non-essential) – For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, charges may be made for the full cost of the trip or for board and lodging only. A deposit will be taken for these trips, and they are non-refundable. (see below guidance)

(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 9pm on Sunday would last for nine half-days, including five school sessions, and would count as taking place in school time.*

- *a trip from noon on Thursday to 9pm on Sunday would count as seven half-days, including three school sessions, and would be counted as taking place outside school time).*

Non- Residential (Non-essential) – For non - residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, charges may be made for the full cost of the trip and transport. When payment has been taken for these trips, they are non-refundable except for medical exemptions (a medical exemption form will be required).

3. Examinations

The Governing Body has adopted a separate Exams Policy - please refer to this.

4. Finished Materials

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used.

5. Music Tuition

The governing body reserves the right to 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 pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

6. Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the national curriculum or religious education, or that form an essential part of the syllabus for an accredited qualification.

If a pupil is prepared outside school hours for an examination that is not set out in regulations, a charge will be levied for tuition and other costs.

For all other activities outside school hours, the governing body reserves the right to charge up to the cost of the activity.

7. Damage / Loss to Property

The governing body reserves the right to levy a charge in respect of wilful damage, neglect or loss of school property and/or third party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide. Please also refer to the Damage to School Property policy (July 2019).

8. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution

towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

9. Lettings

Refer to the school's Lettings Policy and the scale of charges determined annually by the Resources Committee.

10. Refunds

If the parent/guardian of a pupil is in receipt of the following benefits (or their equivalent) which are being replaced by Universal Credit:

- Income support.
- Income based jobseekers' allowance.
- Child Tax Credit – provided that they do not also receive Working Tax Credit (i.e. qualify for FSM).
- Income Related Employment & Support Allowance.

Or:

- Support under Part VI of the Immigration and Asylum Act 1999.
- Guaranteed Element of the State Pension Credit.

The Governing Body reserves the right to refund in full charges in respect of a pupil, if it feels it is reasonable in the circumstances, in the following matters:

- a) Music tuition.
- b) Residential cost of trips.
- c) Materials costs for Art and Technology.

The extent of refunds will be decided by the Headteacher and Chair of Governors.

11. Review

This policy will be reviewed annually.