



## CHARGING AND REMISSIONS POLICY 2022-23

In order for Schools to levy a charge for any activities, it is necessary for the Governing Body to have in place a general policy on charging.

### Voluntary Contributions

Parents will be asked to make voluntary contributions towards the cost of running offsite activities that take place during school hours. If there are insufficient voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity must be cancelled.

Voluntary contributions will also be requested from time to time to assist in raising funds for specific items of school equipment, or to increase the level of unofficial funds held for general school use.

### Residential Trips

Parents will be charged the full cost of residential school trips. Parents of children who are eligible for free school meals will have these charges remitted if the trip takes place wholly or mainly during school hours, and it is necessary as part of the national curriculum.

### Instrumental Music Lessons

Parents of students who wish to take instrumental music lessons at the school, will be required to make payments in accordance with the latest schedule of charges approved by the Governors. Reductions will be made for parents of children who are eligible and registered for free school meals, in accordance with the schedule at Annex 1.

### Transport

#### *Sixth Form Transport*

Students attending Highcliffe sixth form who do not have practical access to public transport for the journey to school are able to apply for a space on the in-house minibus service. There is a limited supply of spaces, and students are required to pay a contribution to the cost of the service as shown in the attached schedule.

#### *Main School – Transport for Hampshire Students*

From September 2013, Hampshire County Council's transport policy affecting Highcliffe students changed. Hampshire CC withdrew free transport for students (from intake September 2013) who live in Hampshire, more than 3 miles from Highcliffe School, and for whom Highcliffe is not the nearest school. From September 2017 Hampshire CC has withdrawn all subsidised transport (other than the free routes) and the school has stepped in to cover this gap.

Highcliffe School will provide a reasonable number of seats on buses it purchases direct and will provide these at a subsidised price to students who have had free transport withdrawn by Hampshire. The first two seats per

family unit will be chargeable, with additional seats for siblings within the same family unit being provided at no further cost.

### Work Experience

The school pays a fee to an external organisation for each work experience placement. This fee covers the cost of health and safety checks and the maintenance of a data base of availability of local work placements. Now that the Business Link funding that supported this activity has been withdrawn, parents will be asked to pay a contribution if they wish their child to take up a work experience placement. The current contribution is shown in the attached schedule of charges.

### Equipment purchased on behalf of individual students

Where the school purchases specialist equipment on behalf of individual students for use in school, (e.g. graphics packs), parents will be recharged with the actual cost to the school. This enables the school to select appropriate equipment on the basis of both quality and price and helps to keep down costs for parents.

### Public Examinations

An examination fee will be charged to parents if a student fails, without good reason, to complete a public examination where the Governing Body originally paid the entry fee.

Re-sit fees for the first and any subsequent re-sits will be paid by the candidates.

Students wishing to re-sit GCSE Mathematics, English and Science in Year 12 and Year 13 will be expected to pay for the examination entry fees in advance.

Candidates wishing to pursue an enquiry about a result where the enquiry is not supported by the school must pay the enquiry fee.

Fees for enquiries initiated by the school will be paid for by the school.

### Lettings

Organisations or individuals wishing to hire out the school premises must complete a "request for school letting" form, and sign it to confirm that they will abide by the conditions of hire.

Fees will be charged in accordance with the schedule determined and reviewed annually by the Governors.

### Twilight Language Lessons

Individuals attending twilight language lessons are required to make a payment for the academic year in accordance with the amount shown in Annex 1

### Freedom of Information Act – requests for information

Where information is requested under this Act, it is made available for inspection at the school. If the relevant documents are required to be copied and posted to the recipient, a charge representing the cost of copying and postage will be levied.

### **Recommendation**

It is recommended that governors approve the schedule of charges for the academic year 2022-23 as shown in Annex 1