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### 1. Introduction

The Heath Family (NW) recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards pupils' all-round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child).

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

This policy has been written in accordance with sections 449-462 of the Education Act 1996.

### 2. Charging

Our schools will **not** charge for:

- a) Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- b) 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 pupil is being prepared for at the school, or part of religious education;
- c) Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- d) Entry for a prescribed public examination, if the pupil has been prepared for it at the school; e)  
Admission applications to our schools;
- f) Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school, except where the request for the re-sit is made solely by the parent and not the school.
- g) Transporting registered pupils to or from the school premises, or an alternative where the school or local authority has arranged for pupils to be educated where the local authority has a statutory obligation to provide transport.
- h) Transport that enables a pupil to meet an examination requirement when prepared for that examination at the school.
- i) Transport provided in connection with an educational visit which is part of the National Curriculum.



Our schools reserve the right to make a charge in the following circumstances for optional extra activities:

- a) *School trips and residentials in school time:* the board and lodging element of the residential experience and / or outdoor pursuit courses;
- b) *Activities outside school hours:* the full cost for each pupil of transport journeys, trips and overnight accommodation and subsistence in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- c) *Materials:* the cost of materials or ingredients for subjects where parents have indicated in advance that they wish to own the final product;
- d) *Instrumental or vocal tuition:* The cost of any instruments, equipment, facilities and staff provided in connection with the provision of tuition outside school hours. In response to a specific request by a parent for tuition in school hours unless this is an essential part of the national curriculum or provided under the first access to Key Stage 2 Instrumental and Vocal Tuition Programme.
- e) *Acts of vandalism and negligence:* our schools reserve the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil;
- f) *Examination fees:* if a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the pupil attends for examination.

If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the school has paid an entry fee, the school may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made or for a module or whole exam to be re-taken.

### **3. Remissions**

Our schools may remit charges in full or in part to other parents after considering specific hardship cases. The school invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal holds discretion to authorise remission.

Charges for board and lodging are automatically remitted where the parents meet certain criteria. The eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits will be aligned with free school meals eligibility criteria. This exemption including how receiving certain state benefits will automatically qualify for remission will be reiterated in any correspondence regarding a residential trip.

### **4. Insurance**

Any insurance costs will be included in charges made for trips or activities.

### **5. Voluntary contributions**

Nothing in this policy statement precludes our schools from inviting parents to make voluntary contributions. Our schools should make clear that such contributions are entirely voluntary, that children of parents who do not contribute will not be discriminated. Our schools will make it clear that if insufficient contributions are received, in certain circumstances, the trip may have to be cancelled.