



# **Charging and Remissions policy**

**Approved by FGB on 6th December 2023**

**Next Review Date: Autumn 2024**

**Responsible for review: Yusuf Lunat**

**Published on website: Yes**

## **Key points and summary**

1. The purpose of the policy is to ensure that, during the school day, all learners have full and free access to a broad and balanced curriculum. The school day is defined as 8.50am to 3.20pm and is published in the student planner and on the school's website.
2. The Governing Body recognises the valuable contribution that a wide range of additional activities can make towards learners' personal and social education.
3. This policy aims to:
  - Give clear guidance to staff as to their responsibilities
  - Ensure parents are aware of the activities that may be charged for
  - This policy complements the school's equal opportunities policy, curriculum policy and teaching for learning policy. Information will be contained in the school's Prospectus.

## **Rationale**

The Governing Body cannot charge parents and learners for any activity unless it has a charging policy. Charges cannot exceed the actual costs incurred and this means charges cannot be increased to learners who can afford to pay to cover those who cannot.

If the school organises an activity during the school day for which it would need contributions, the school can invite voluntary contributions however, no child can be excluded if his or her parents cannot or will not contribute. The school can charge for optional, extra activities provided mainly or wholly outside the school hours so long as it is not an essential part of the National Curriculum. Activities which are an essential part of the syllabus for an approved examination must be provided free.

## **Roles and Responsibilities**

The Headteacher will ensure that the following applies:

### **During the school day**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take learners between the school and the activity.

### **Admissions**

No charge will be made for admission

### **Instrumental lessons**

No charge will be made if the music lesson is an essential part of the curriculum, However the school reserves a right to charge the learner if they are following a public examination syllabus. Pupil premium students will be subsidised.

### **Examinations**

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

Full charges will be levied for:

- examinations on the set list where the student was not prepared for it at Harrow High School
- examinations, not on the set list but the school arranges for the student to take it
- Any student who fails, without good reason, to complete the requirements of any public examination where the governing body originally paid or agreed to pay for the entry.
- Requests made by parents for the re-marking of an examination paper
- When learners fail to meet the requirements of an examination resulting in non-entry of an exam and requiring a re-take

### **UCAS**

The school may collect UCAS payments from students and simply pass these payments to UCAS. No profit will be made by the school and the school will not subsidise these payments.

School Meals

- No charge will be made for learners entitled to Free School Meals
- We will charge all learners not entitled to Free School Meals an amount determined by the catering contractor or the governing body of the school, as appropriate.

### **Educational visits**

Voluntary contributions may be sought for activities during the school day which entail additional cost.

No learners will be prevented from participating because his/her parents cannot or will not make a contribution. However, voluntary contributions are helpful to the trip and we would call a parent to discuss this.

The school will charge for optional, extra activities provided outside of the school day, for example, theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

### **Residential visits**

Charges will be made for board and lodging. Learners who are eligible for free school meals may apply in writing for support from the school's hardship fund. Other charges will be made to cover costs. Parents will be told how the charges are calculated.

### **Calculating costs**

When charges are made for any activity, they will be based on the actual costs incurred, divided by the total number of learners participating. There will be no levy on those who can pay to support those who cannot.

### **Damage to school property**

All items necessary for curriculum use by the learner will be given free of charge. These include exercise books, text books and smart cards. The cost of repairing or replacing equipment or books, whether lost, defaced or damaged, remains the responsibility of the parent/carer when the damage or loss is the result of their child's behaviour or negligence. This will be determined by the Headteacher

We may seek to recover some of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

**School premises**

The school hires its premises and facilities to members of the local community, sports and educational clubs. Please see School Lettings Policy.