

THE HEATHLAND SCHOOL

GOVERNORS' POLICY FOR CHARGING AND REMISSIONS

The Governing Body affirms that there will be no charge for activities which form part of the curriculum or form part of the course for specified examinations. However, the Governing Body recognises the valuable contribution that the wide range of additional activities, including visits and residential experience can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing Body will not normally make a charge to parents for activities wholly or mainly within school hours, but parents may be asked to make a voluntary contribution to school costs. Pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made, the activity may have to be cancelled.

** This policy is based on advice from the Department of Education (DfE) on charging for school activities and the Education Act 1996, sections 449 – 462, of which set out the law on charging for school activities in community maintained schools.

The Governing Body will levy a charge in the following circumstances:

- a. The board and lodging element of residential activities deemed to take place in school hours or forming part. Such activities might include Biology or Geography fieldwork, Duke of Edinburgh Award expeditions.
- b. The full cost of activities deemed to be optional extras taking place wholly or partially outside school hours. Such activities might include visits to the theatre, visits to museums, vocal or instrumental music tuition.
- c. The cost of materials, ingredients and equipment (or the provision of them by parents) for certain subjects, for example Technology, providing the parents have indicated in advance that they wish to own the finished product.
- d. The cost of entering a pupil for an examination which is not prescribed by the DFE, or for the re-taking of an examination for which the school has not prepared the pupil, or for entering a pupil for a prescribed examination for which the pupil has not been prepared by the school, or where the Governors, on the advice of the Headteacher, decide the pupil should not be entered.
- e. For a review of marking (RoR service 1 or 2), first advise to candidates is to access a copy of his/her script to support a review of marking by providing written permission for the centre to access the script (and any required fee for this service) for the centre to submit this request to the awarding body.
Access to scripts post results will be at a cost of £2.50 admin fee per script, payment will be required prior to actioning this. This will also include any script requests prior to review of marking.

- f. Where a pupil has been entered for an examination and the entry fees have been paid by the school, the Governing Body reserves the right to recover these fees from the parents if the pupil, without good reason, fails to complete the examination requirements.
- g. Where the school suffers damage or school property is damaged or lost, the Governing Body reserves the right to recover the full or part cost of making good the damage or loss from the parents of pupils. This right may be exercised whether the damage or loss was caused by deliberate vandalism or by negligence.

The Governing Body does not wish any pupil to be denied educational opportunity because of lack of funds. The Governing Body will therefore remit all or part of the charges as indicated below:

- i) Full remission of all board and lodging charges for activities set out in 'a' above for all pupils whose parents are in receipt of the following benefits (see below). Parents will be asked to provide appropriate proof to obtain remission.
- Income Support/Universal Credit
 - Income Based Jobseekers Allowance (IBJSA)
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit (provided you are not receiving Working Tax Credit) and the household has an annual taxable income, as assessed by the Inland Revenue, of less than £16,190
 - The guarantee element of State Pension Credit
 - Income related employment and support allowance that was introduced on 27.10.2008 (which has been replaced by Universal Credit)
 - Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- ii) In other circumstances there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. In such circumstances if a parent writes in confidence to the Deputy Head (Pupil Support) he/she will consider a part remission of the charge for the activity.

The document refers to the school day. The present timing of the school day at The Heathland School is:

8.40 a.m. – 12.50 p.m. (morning school)

1.35 p.m. – 3.20 p.m. (afternoon school)

Reviewed July 2026
Next review June 2027

June 26