



Hospital and Home Education Learning Centre

Charging and Remission Policy

The School has adopted the Policy of the Local Authority

Nottingham Children and Families Charging Policy

GENERAL PRINCIPLES

1. Nottingham Children and Families is committed to the principle of free education at the schools it maintains and believes that central to this principle is an entitlement curriculum to which all pupils should have free access as of right. The authority's schools are resourced accordingly. It is not expected, therefore, that schools will charge for activities, which have been wholly funded by the authority.

The authority recognises, however, the significant contribution schools make to the range of experiences offered to their pupils in organising activities, which take place wholly or mainly outside normal school hours. The Board accepts that in these special circumstances it may be necessary for a school to seek voluntary financial contributions from parents if the expenses of a particular activity cannot wholly be contained from within the funds normally available to the school.

In arranging activities for which a voluntary parental contribution may be sought, the authority expects its schools to bear in mind whether the contribution is reasonable and will be within the scope of the majority of parents of pupils at the schools.

The authority expects its schools to operate within the law and not charge for those activities for which, legally, no charge may be made. Within these legal constraints, however, the authority recognises that each school Governing Body is responsible for its own charging and remissions policy. The authority would wish to encourage school governing bodies, in determining their policies in this respect, to be mindful of the financial circumstances of pupils and their parents. The authority would also wish to remind school governing bodies that pupils may be assisted, at their discretion, from the school General Allowance or other funds at their disposal.

CHARGING POLICY

2. Where an activity is paid for from funds at the disposal of governing bodies, the decision to charge for that activity and how much is the responsibility of governing bodies. Costs relating to the remissions for children of families in receipt of Income Support or Family Credit for activities provided from funds at the disposal of governing bodies have been included in the ASB.

In recognition of its commitment to free education, the authority does not normally charge pupils or parents for any school based activity which it directly organises, except in the circumstances described below.

Examination Fees

The authority will expect parents to pay for the public examination entry of pupils at its schools who are being entered for a public examination at the request of the parents and where the examination is one for which the pupil has not been prepared at the school or if the examination is not one which is prescribed in regulations made by the Secretary of State for Children, Schools & Families.

If a pupil fails, without reasonable cause, to complete the examination requirements of any public examination, prescribed or otherwise, for which the authority has paid, or is liable to pay, an entry fee, the authority will seek to recover the fee involved from the pupil's parents.

The authority will, however, fully remit those examination fees payable by a parent when a pupil fails to complete the requirements of a public examination if the Director of Children and Families is satisfied that the cause of the pupil's failure to complete the examination requirements was reasonable. The Director of Children and Families has been given the discretion to determine each such case on its individual merits. As a general guide, however, the payment of examination fees would only be remitted if a pupil was prevented from completing the examination requirements because of illness or some other very exceptional circumstances.

School Governing Body Responsibilities

The responsibility for charging for other activities for which charges are permitted under the Education Act 1996 rests with each individual school governing body, although the authority would expect that in determining their charging policies school governors will be mindful of the general principles set out in this document and in the local authority's Entitlement Curriculum.

Maintained Performing Ensembles

The authority from time to time provides courses, rehearsals and other appropriate activities for those registered pupils at its schools who are members of the various music ensembles maintained by the Board. A range of similar activities is organised for registered pupils who participate in various performance activities organised by the authority.

Pupils participate in these activities on a voluntary basis and the authority reserves the right to make appropriate charges in the following circumstances:

Residential Activities Held During School Hours

Participants must obtain permission to be absent from school from the school governing body or a nominated representative. Charges may be made at the

discretion of the authority for the board and lodging element of any residential activities, which take place during school hours. Any such charge will be calculated by reference to the actual cost of providing board and lodging for each participant. Any remission arrangements for activities of this type will be at the discretion of the Director of Children and Families, except in the case of participants whose parents are in receipt of Income Support or Family Credit in respect of whom the authority will remit any charges in full.

Activities Held Outside School Hours

Charges may be made at the discretion of the authority for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of participants in the activity.

The cost of other participants in the visit will not be included in the charge. The charge may, however, include an appropriate element for the following, as appropriate:

- i) Travel costs;
- ii) Board and lodging costs;
- iii) Non-teaching staff costs;
- iv) Materials, instruments and other equipment;
- v) Entrance fees to places of interest;
- vi) Insurance costs;
- vii) The expenses only of any participating teachers contracted to provide the activity.

Any remission arrangements for such activities will be at the discretion of the Director of Children and Families.

Education Units

The authority maintains a number of Units, such as Pupil Referral Units for children with behaviour difficulties, which are not attached to a specific school. The charging and remissions policies for any activities arranged for registered pupils attending these Units are set out in the document attached as Appendix I to this statement.

REMISSION POLICY

3. The authority has determined the following policies which particular or wholly remit certain charges, which may be payable by pupils and their parents. Eligibility for assistance under the remission policy set out below is, unless otherwise indicated, restricted to pupils attending educational establishments maintained by the Nottingham City Council and in certain cases is only available to those pupils who actually live in Nottingham.

Sports Clothing

The authority's Clothing and Footwear Scheme provides for income related assistance to be given towards the cost of a pupils clothing, including sports clothing, where the pupil's parents are eligible for assistance under the terms of the scheme. Only pupils who live in Nottingham are entitled to assistance under this scheme.

Environmental Education

The authority provides a range of both day and residential environmental education centres for the use of schools. Residential and camping opportunities are made available on a charged basis. Day centre provision is provided at no cost to visiting schools. Financial assistance to schools wishing to take pupils in receipt of free school meals is provided by remission of accommodation fees at the residential centres and assistance with travel costs at the day centres in respect of those pupils. Appropriate advice is provided to schools in relation to charging policies for school visits within the requirements of the 1996 Education Act.

Reviewed by Chair of Governors, Judith Ward on 23/03/2017