



**Helen  
Allison  
School**



**National  
Autistic  
Society**

# **School Charging & Remissions Policy 2021-22**

**Written: October 2020**  
**Next Review: October 2022**  
**Person Responsible: Principal**

## 1. Introduction

This policy has been written to set out what charges will be levied for various activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents and carers of students at NAS Helen Allison School.

## 2. Scope

The NAS and Local Governing Body recognise that legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- 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 student is being prepared for at the school, or part of religious education
- tuition for students 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 student is being prepared for at the school, or part of religious education
- entry for a prescribed public examination, if the student has been prepared for it at the school
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip
- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated
- transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school
- transport provided in connection with an educational trip

## 3. Charges

Charges can and may be levied by NAS Helen Allison School as follows:

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school

- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by students
- (h) off-site costs for extra-curricular activities

#### **4. Remissions**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit

#### **5. Voluntary Contributions**

Parents and carers may be invited under no obligation (this will be made clear) to make a voluntary contribution for the following:

- a) cost of any school activity, whether residential or not, which involves cost for transport or entrance fees
- b) cost of a second entry for examinations

The terms of any request made to parents will specify:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay, and
- b) that registered students at the school will not be treated differently according to whether or not their parents have made any contribution response to the request

The responsibility for determining the level of voluntary contribution requested is delegated to the Principal.