



**NORTHGATE**  
*High School*

# Charging & Remissions Policy

Respect | Determination | Teamwork

**Review period:** Annually

**Review by:** Mrs S Southgate

**Date Reviewed:** June 2024

**Next Review:** June 2025

# Charging & Remissions Policy

## 1. Introduction

**1.1** Northgate is a state funded high school and as such does not charge for education provided during school hours. However, this funding does not cover all activities and services provided by the school so information is shown below about what the school will charge for.

- The school may also ask parents/carers for contributions towards the costs of education<sup>1</sup> including trips, visits and activities.
- Where the contributions do not cover the costs, and there is no way to make up the shortfall, it may not be possible for the activity or trip to go ahead as planned.

**1.2** There are circumstances where parents/carers will not be expected to pay a charge or can get help towards costs. Details about this are shown overleaf.

## 2. Charges will be made for

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- Education provided outside of school time and extended day services (e.g., breakfast clubs, after-school clubs, tea and supervised homework sessions)
- Examination fees<sup>2</sup>
  - If the student has not been prepared for the examination(s) at Northgate
  - If the student fails without good reason to complete examination requirements for any public examination for which the school has paid (or is liable to pay) then school may recover the fee from the parent/carer
  - Incurred for late entry or for amendments requested by individual candidates, retake fees and the fee for an enquiry about a result
- Transport
- Board and lodging on a residential visit
- Music tuition provided either individually, or in groups of any size, provided that the tuition is provided at the request of the student's parent/carer<sup>3</sup>
- Damage to, or loss of, school property
- Administrative costs
  - Incurred collecting charges/debts etc.
  - Of providing services to former students and members of the public for which the school is not specifically funded (e.g. writing UCAS references and marking course work)
  - Pre-employment checks for staff that do not take up the post or leave within three months
  - Photocopying and postage charges incurred in providing information requested under the Freedom of Information and Data Protection Act
- Lettings and the hire of equipment
- Tickets for school events
- School meals if taken (but please see the table overleaf)

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<sup>1</sup> Including some Sixth Form resources

<sup>2</sup> Full written details are given to candidates at the start of their examination course

<sup>3</sup> No charge is made in respect of a student who is looked after by a local authority, during normal lesson time only

## 3. Charges will NOT be made for

- Education provided during school hours
- Education provided outside of school hours if it is part of the national curriculum, a syllabus for a public examination that the student is being prepared for at Northgate, or part of religious education
- Transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education

## 4. Refunds

### 4.1 Retention of Contributions for Educational Visits

If a student is withdrawn from an educational visit by the parent/carer, then Northgate will retain an amount of the contribution equal to the amount at the date of withdrawal which we are liable to pay to any third parties in relation to the student's participation. Where the current contribution does not sufficiently meet the sum, we are liable to pay to any third parties, parents/carers may be requested to cover the shortfall.

If time and circumstance allow, a replacement student will be sought. Once a replacement has been confirmed all monies will be refunded to the family of the student who has withdrawn. If this is not possible, after the visit has taken place, the school will review the budget for the visit and if there are sufficient funds then a full or partial amount of the retained will be refunded.

4.2 After a visit has taken place, the school will review the budget for the visit and if the contributions exceed the cost, refunds will be processed to parents/carers minus a £0.50 processing fee.

## 5. Financial Help Available

Free School Meals	<p>Your child may be able to get free school meals if you get any of the following:</p> <ul style="list-style-type: none"><li>■ Income Support</li><li>■ Income-based Job Seeker's Allowance</li><li>■ Income-related Employment and Support Allowance</li><li>■ Guarantee element of State Pension Credit</li><li>■ Child Tax Credit but no element of Working Tax Credit and have an annual income (as assessed by HM Revenues &amp; Customs) that does not exceed £16,190</li><li>■ If you are supported under Part VI of the Immigration and Asylum Act 1999</li><li>■ Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work fewer hours per week</li><li>■ Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).</li></ul> <p>Children who get paid these benefits directly, instead of through a parent or carer, can also get free school meals.</p> <p>To check if your child is eligible, apply online for an immediate response or call 0345 606 6067 for advice. <a href="http://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals/">www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals/</a></p>
Music and vocal tuition	<p>No charge is made if the student is entitled to free school meals (pupil premium) or is a looked after child and the tuition is taking place in lesson time.</p>
Board and lodgings for residential activities	<p>Full or partial help with costs for those that are entitled to free school meals, LAC and Pupil Premium; this is dealt with on a case by case basis.</p>
Sixth Form Bursary	<p>Details of eligibility are on the website, applications from Sixth Formers are welcome.</p> <p>The Northgate Sixth Form Bursary Scheme is designed to help those students in need of financial support whilst they undertake their studies. It helps to address barriers to learning so that students have the best opportunity to engage in Sixth Form life.</p> <p>Bursary funds have helped with the start of course costs, student's daily travel costs, school trips, university visits, IT loans, books and other resources. The cost of school lunches for those bursary students that are not entitled to free school meals has also been supported by these funds.</p>

Pupil Premium	An application can be made to this fund via the school office for help with the cost of uniform, school trips and other enrichment activities and charges for Y7-11 students that qualify for free school meals, are in care/care leavers or are service children.
Family hardship	There may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made or a contribution is requested. Please contact the Principal Finance Officer in confidence as it may be possible to arrange for a full or partial reduction in the charge / contribution requested.
Uniform	A small stock of good quality second-hand uniform is available from the school free of charge.