



Charging and Remissions Policy

Ratified by Finance & Audit Committee – 1st April 2021

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Introduction

This charging and remissions policy has been formulated in accordance with guidance on: Charging for School Activities. The reason for this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

The Governing Body are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and the Governing Body.

1. School Trips

- (i) **Day Trips.** No charge will be levied in respect of day trips that take place during school hours and are an essential part of the curriculum (but also refer to section 7).
- (ii) **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
- (iii) **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the trip including contingency and school administrative costs.

2. Examination Entries

- (i) A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.
- (ii) A charge will be levied in respect of examination entries for students where the school has prepared the student for the examination and it considers that for educational reasons the student should not be entered and the student's parent/carer wishes the student to be entered (or student him/herself when over 18 years old). In these circumstances, if the student subsequently passes the examination, the school may refund the cost.
- (iii) A charge may be levied for students re-sitting an examination unless the School agrees that the re-sit is worthwhile for educational reasons.
- (iv) A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- (v) A charge will be levied for the cost of individual invigilation where behaviour is deemed to be a risk of disruption to other students.
- (vi) The charge levied in (i) – (vi) above will be the cost of the examination entry, plus any applicable centre charges.

N.B. School reserves the right to not enter students for exam when amounts are outstanding.

3. Materials & Textbooks

- (i) Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the student forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.
- (ii) A flat rate charge based on current replacement cost will be made for any unreturned text book once the pupil leaves school.

4. Music Tuition

The school levies charges in respect of contributions towards music tuition, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student.

5. Activities Outside School Hours

- (i) No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination (but also refer to section 7).
- (ii) If a student is prepared outside school hours for an examination that is not set out in regulations, a charge will be levied for tuition and other costs.
- (iii) For all other activities outside school hours, a charge up to the cost of the activity will be levied.

6. Damage/Loss to Property

- (i) A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- (ii) A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

7. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request parents to make a contribution towards the cost of the trip which may include specific costs in relation to pupils with special needs. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

8. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The school reserves the right to vary such charges at its absolute discretion.

9. Other Charges

The Headteacher, Finance & Audit Committee or the Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

10. Remissions Policy

The Headteacher, Finance & Audit Committee or the Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.

Students whose parents are in receipt of government support payments may, 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:

- a) Income Support (IS)
- b) Income Based Jobseekers Allowance (IBJSA)
- c) Support under part V1 of the Immigrations and Asylum Act 1999
- d) The guarantee element for the State Pension Credit
- e) Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's revenue and Customs) does not exceed the limit for that tax year.
- f) An income related employment and support allowance that was introduced on 27th October 2008.

Parents who believe that they may qualify for this remission must apply in writing to the Head Teacher. Complete confidence will be observed in all such matters.

The Headteacher, Finance & Audit Committee or the Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

11. Pupil Premium

In some circumstances the school will support students on the school trips through the use of Pupil Premium at the discretion of the Headteacher.