

Charging and Remissions Policy

1. Introduction

- 1.1. This charging and remissions policy has been compiled in line with DfE requirements and in accordance with sections 449-462 of the Education Act 1996 (amended 2002). Under the charging provisions set out in legislation Governing Bodies may choose to levy a charge for certain activities and this policy clarifies the items that will be provided free of charge and those items where there may be a charge levied.

2. School Trips

- 2.1. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum (but also refer to section 8.)
- 2.2. **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.
- 2.3. **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
- a if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
 - b if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

3. Examination Entries

- 3.1. A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- 3.2. A charge will be levied in respect of examination entries for pupils where:
- a The school has prepared the pupil for the examination ;and
 - b It considers that for educational reasons the pupil should not be entered; and
 - c The pupil's parent/carer wishes the pupil to be entered (or pupil him/herself when over 18 years old).
- 3.3. In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.
- 3.4. A charge may be levied for pupils re-sitting an examination.
- 3.5. A charge may be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

- 3.6. The charge levied in 3.1 – 3.5 above will be the cost of the examination entry, plus any applicable centre charge.

4. Materials & Textbooks

- 4.1. Where a pupil or parent wishes to retain items produced as a result of art or design technology, a charge may be levied for the cost of the materials used.
- 4.2. In the case of Food Technology in Year 9 the school usually provides the ingredients and levies a charge. In other years pupils usually provide their own ingredients, but if the pupil forgets the school may provide the ingredients and levy a charge.
- 4.3. Textbooks are provided free of charge, but in some subjects additional revision guides are available for purchase.

5. Music Tuition

- 5.1. The school may levy charges in respect of individual music tuition and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or public examination syllabus being followed by the pupil. A £30 concession is available to pupils whose families are entitled to free school meals.
- 5.2. If pupils make use of an instrument provided by the Authority, a charge may be made in respect of the instrument.

6. Activities Outside School Hours

- 6.1. 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.
- 6.2. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

7. Damage/Loss to Property

- 7.1. 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.
- 7.2. 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 costs of replacement or repair, or such lower cost as the Headteacher may decide.

8. Voluntary Contributions

8.1. Where the school cannot levy charges, and it is not possible to make these additional activities happen within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

9. Other Charges

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

10. Remissions Policy

10.1. If the parent/carer of a pupil is in receipt of :-

- a Income Support or Income Based Job Seekers Allowance
- b Receive Income Related Employment Allowance
- c Support under part VI of the Immigration and Asylum Act 1999
- d Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190 for the tax year 2012/13
- e Guaranteed credit element of Pension Credit.

Then charges in respect of board and lodging will be remitted in full where the residential visit takes place wholly or mainly during school hours.

10.2. The Headteacher may remit in full or part charges in respect of a pupil, if she feels it is reasonable in the circumstances.

10.3. The Headteacher may decide not to levy charges in respect of a particular activity, if she feels it is reasonable in the circumstances.

| Revision Record of Issued Versions | | | |
|------------------------------------|---------------------|---------|---------------|
| Approved date | Committee | Version | Status |
| June 2013 | Full Governing Body | 1.0 | Final Version |
| Review Date | | | |
| June 2014 | | 1.1 | |