



# Charging & Remissions Policy

Policy Type:	Statutory <a href="https://www.gov.uk/government/publications/statutory-policies-for-schools">https://www.gov.uk/government/publications/statutory-policies-for-schools</a>
Review Frequency:	3 years
Implementation/Approval:	Governing Body free to delegate
Delegated to:	Resources Committee
Last Reviewed/Approved:	Adopted February 2012; Reviewed February 2015 & February 2018
Date of Next Review:	Spring 2021

## Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

## Charges

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

The Governing Body reserves the right to make a charge in the following circumstances:

### ***Books and Equipment***

The cost of replacing lost or damaged books or equipment.

The cost of any materials, books, instruments, or equipment, where the child's parent wishes him to own them.

### ***Examinations***

Examinations for which a pupil is entered, but fails to attend.

The cost of resit examinations above the agreed number in Sixth Form.

### ***Activities Outside School Hours***

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits. A charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions, see Remissions below). The cost will not exceed the actual cost of provision.

### ***Design and Technology Provision***

The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

### ***Individual/Group Instrumental Tuition***

The cost for providing individual/group instrumental or vocal tuition, except where this forms part of an external examination course. The charge will not exceed the cost of provision.

Fees will be collected termly, in advance. Discrepancies in fees paid/owed, due to non-delivery of lessons, student absence etc., to be reviewed and/or re-calculated as required. Whenever possible, missed lessons will be re-arranged. If this is not possible refunds or adjustment to future charges will be made.

### ***Wilful Damage***

Deliberate damage to the school buildings or school property will be charged to parents/carers at the full cost of repairs/replacement.

### **Voluntary Contributions**

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

### **Remissions**

#### ***Activities outside school hours***

Where a school activity requires pupils to spend nights away from home the school will make a charge for board and lodging, with the exception of pupils who meet certain criteria (see full Eligibility Criteria below).

Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. Entitlement to free school meals is therefore the criterion for remission of charges.

#### ***Individual/Group Instrumental Tuition***

Attraction of Pupil Premium funding is the criterion for remission of charges. Lessons will be charged at 50% of the cost paid by pupils not attracting Pupil Premium funding.

#### ***Discretionary remissions***

Financial assistance may be given in other cases of hardship at the Headteacher's discretion, and where funds allow.

#### ***Eligibility Criteria – Free School Meals***

Pupils whose parents live with their child in the borough. You must also receive any of the following benefits:

Income Support (IS); Income-based Jobseekers Allowance (IBJA); An income-related employment and support allowance; Support under part VI of the Immigration and Asylum Act 1999; Child Tax Credit (provided you aren't entitled to Working Tax Credit and have an income that doesn't exceed the current year's level); the guaranteed element of state Pension Credit; Working Tax Credit during the 4-week period immediately after your employment finished; Universal Credit.

### **Policy Approval:**

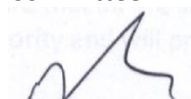
Signature of Headteacher:



06.02.2018

Date

Signature of Chair/Vice-Chair of Resources Committee:



06.02.2018

Date