



APPENDIX 3

Charging and Remissions Policy



Introduction

The Governing Board acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards students' education and aim 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.

Charges are not made for:

- Admission to the school
- Education that takes place during officially recognised school hours
- Entrance fees for prescribed examinations
- Activities relating specifically to the school curriculum
- Transport costs during school hours
- School equipment, materials, facilities etc.
- Activities or visits taking place wholly or mainly during school hours (i.e. at least 50% during school time)
- Education which relates to:
 - Syllabuses for prescribed examinations
 - The implementation of the National Curriculum
 - Religious Education
 - Musical tuition if it forms part of the curriculum or a prescribed syllabus

Charges may be made for:

- Optional extra activities which take place wholly or mainly outside school hours (i.e. at least 50% outside school time) and which are based on parental choice
- Individual music tuition for which there is a parental agreement and where it does not form part of the National Curriculum or part of the syllabus for a prescribed examination
- Wilful damage to school property equipment or furniture
- Lost or damaged text books, exercise books or planners
- Ingredients and materials for subjects such as Food Technology and Design & Technology where parents have indicated a wish to own the finished product
- Examination fees where the student fails, without good reason/medical certificate, to complete the examination requirements for any public examination for which the school has paid an entrance fee
- Examinations for which a pupil has not been prepared for at the school
- Examination fees where there is a request from the parent for additional subject entries to be made which are not supported by the school
- Board and lodgings on residential visits
- Re-sits for AS/A Level modules
- Individual appeals by one candidate to the Examination Board based on parental requests



Residential Visits

Charges for visits outside school hours (i.e. more than 50% of the time) can include:

- Travel costs
- Board and Lodgings*
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres, castles etc.
- Insurance costs

*In certain circumstances students are entitled to a remission of charges for board and lodgings where they qualify for prescribed benefits and allowances (see section on remissions)

Charges for visits during school hours (i.e. more than 50% of the time) can include:

- Board and Lodgings (see note above*)
- But NO charge will be made for education provided or travel.

Voluntary Contributions

Parents may volunteer to pay for any educational activity. The school may request voluntary contributions for:

- Any visits/activities both inside and outside school time, residential or non-residential
- School equipment
- School funds generally
- There is no restriction placed on the use which can be made of such contributions
- There is no obligation to contribute
- No student may be excluded from the activity for not having paid the contribution
- Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled



Remissions

Parents of students who are in receipt of the following support payments may, in addition to having free school meals entitlement, also be entitled to support from pupil premium funds.

- Income Support or income-based Job Seekers Allowance
- Income related Employment and Support Allowance (ESA)
- Support under part V1 of the Immigration and Asylum Act 1999
- Universal credit, Child Tax Credit or Working Tax Credit. Evidence of income may be required.
- Guaranteed State pension Credit

When arranging a chargeable activity such parents are invited to apply in confidence for the remission of charges in full or in part.

Refunds of Payments Made.

Governors recognise that plans can change and have therefore decided that refunds will be made whenever it is possible. The school must not become liable for any costs or charges which then become payable as a result of a cancellations and such costs will be deducted from any refund before it is paid.

Trips and visits must always be covered by comprehensive travel insurance and where appropriate this must be used to claim back any costs incurred as a result of a cancellation.

Students who are excluded from school for any period and which results in their being prevented from taking up a place on a trip or visit which they have paid for, will not be offered any refunds.