

Policy Title: Charging & Remissions	Effective Date:	November 2016
SMT Member Responsible: James Couchman	Review Date:	November 2019
Governors' Committee Responsible: Finance		

1. Rationale

- 1.1. Any charges made by the school must meet the requirements of the Education 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.

2. Aims

- 2.1. To make a broad programme of trips and activities accessible to as many students as possible.
- 2.2. To establish and maintain a fair and coherent system of charges as permitted by law and within the constraints of the school budget.

3. Practice

- 3.1. Charges will not be made for any activities which form part of a prescribed examination syllabus or are in fulfilment of National Curriculum requirements.
- 3.2. Instrumental music tuition and/or loan of instruments may be compulsorily charged unless part of a public examination or National Curriculum course except as set out below that no charge may be made for tuition provided during school hours for looked-after children.
- 3.3. In practical subjects parents may be asked for the full or partial cost of material or ingredients if they have indicated in advance that they wish to own the finished product.
- 3.4. Voluntary contributions may be invited for trips or activities which take place mainly within school hours. In such circumstances the school will levy a charge, inclusive of any transport, admission, insurance, supply costs incurred to release supervisory staff or any other costs associated with the trip. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.
- 3.5. Trips which take place mainly out of school hours are chargeable.
- 3.6. Board, lodging and travel costs will be charged on residential trips, subject to statutory exceptions.
- 3.7. The cost of examination entries for subjects taught within the school will normally be met by the school. The school may charge the full cost of entering a student for an exam in cases where the school has prepared the student and the student fails without good reason to meet any examination requirement for that syllabus. It shall be for the school to determine what a good reason is. In cases where candidates wish to retake examinations, they will normally be asked to pay the entry fee.
- 3.8. In cases where charges are to be levied parents must be advised in advance and monies collected prior to the activity. Requests for help from parents on state benefits will be considered and assistance provided within the limits of the school's budget. Complete confidentiality will be observed in all such matters.

4. Remissions - General

- 4.1. This applies to charges which the school is levying under its charging policy.
- 4.2. For parents in receipt of state benefits which would entitle their child to receive free school meals, the school will remit the costs of ingredients or materials for practical subjects, when deemed necessary for educational or pastoral reasons.
- 4.3. The cost of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. There may be occasions where two or three students receive additional music lessons together at a reduced cost;
- 4.4. No charge may be made for individual music tuition provided in school hours in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989)
- 4.5. The school management will continue to consider most carefully the value of the educational objectives of each request to involve pupils in off-site activities.

5. Remissions – Statutory

5.1 Remission of charges applies to parents in receipt of the following benefits:-

- Income Support
- Income based Jobseeker’s Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- Child Tax Credit (provided that they do not also receive Working Tax Credit and have an annual income assessed by the Inland Revenue that does not exceed and an income related employment and support allowance)

Parents in receipt of universal credit will also be entitled to remission of charges in certain prescribed circumstances. This will only apply once the Government has prescribed the circumstances. The Government plans to do this once universal credit is fully rolled out.

5.2 The following charges will be remitted:-

- The full cost of board and lodging on residential visits in school time
- The full cost of board and lodging on residential visits outside school time which are covered by the following criteria:
 - ❖ where the purpose is to fulfil any requirements specified in the syllabus for a prescribed public examination
 - ❖ where the purpose is to fulfil statutory duties relating to the National Curriculum imposed by Section 88 of the Education Act 2002

6. Voluntary Contributions

- 6.1 As set out at 3.4 there will be some trips or activities which the school cannot charge for but which the school considers would be beneficial to the students. In this case the school may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead.