



# Charging and Remissions Policy

Policy Number	<b>44</b>
Approval Date	<b>July 2019</b>
Review Date	<b>July 2021</b>
Governors' Sub-Committee	<b>Curriculum and Standards</b>
Statutory Policy	<b>Yes</b>

Signed:

*David Buckle*

**Chair of  
Governors**

Date: **July 2019**

# Charging and Remissions Policy

## 1. General Principles

Governors value all our students equally and believe it is their duty to ensure equal access to a wide curriculum whatever parental/carer income may be. Governors have responsibility to ensure best value for money. Charging for educational activities at the School is covered by the regulations encompassed within the Education Act 1996.

The general principle within the Act is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours (but excluding the mid-day break)
- Required for the National Curriculum or part of a syllabus for a prescribed public examination that the student is being prepared for at the school but out of school hours
- For statutory religious education
- For a prescribed public examination prepared for by the School including examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

There are, however, exceptions where the School can make charges, and there are situations where the School can request voluntary contributions from parents/carers.

## 2. Exceptions

Charges are permitted under the Act to meet the costs of the following:

- Board and lodging on residential educational trips
- Educational activities out of school hours including educational and non-educational trips except for those trips required for the National Curriculum or trips required for a prescribed public examination which the student is being prepared for by the School or trips which form part of religious education
- Lost, damaged or destroyed school property and breakages
- Tuition for students learning to play musical instruments provided that the tuition is not required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- Materials/ingredients required to produce a finished product made in school (e.g. in art or design and technology lessons)
- Entering a student for a public examination which is not prescribed in regulations, and for preparing the student for such an examination out of school hours
- Entering a student for a public examination against the wishes of the school
- Entering a student for a public examination where a student subsequently fails, without good reason, to meet a requirement for the examination e.g. failure to complete controlled assessment/coursework or failure to sit one or more of the papers
- Re-marking an examination paper where the re-mark is requested by the parent/carer or student
- Re-sits of public examinations where no further preparation has been provided by the school
- Other voluntary optional extras provided outside of school hours (or mainly outside school hours) e.g. revision classes during weekends or holidays.

In all cases where a permitted charge is made, parents/carers will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per student incurred. Where a residential trip takes place wholly, or mainly, during school hours, students whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the costs of the board and lodging elements of the trip:

- Universal credit (in prescribed circumstances)
- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999 Approved/Updated April 2011
- 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 £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance

### **3. Voluntary Contributions**

The Act also permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents/carers will be told the amount in advance and reassured that there is no obligation to pay. No individual student will be excluded from a visit or activity if their parent/carer is unable or unwilling to pay the voluntary contribution. Students applying for visits or activities whose parent/carer is unable or unwilling to pay the voluntary contribution will not be disadvantaged if places are allocated on a first come first served basis. However the visit or activity may have to be cancelled if insufficient contributions are received and the School is unable to make up the shortfall.

### **4. Other Charges**

To actively engage in learning, be ready to learn and be able to learn in many different contexts, it is essential that students have the right basic equipment e.g. Student Organiser, pens, pencils, ruler, calculator. Whilst there is no legal or formal requirement for parents/carers to provide these items the School actively encourages parents/carers and students to purchase them. Some optional items of equipment may on occasion be offered for sale by the School e.g. calculator, revision guides, etc. Photocopying and/or printing which is not required by a member of staff may be charged for.

### **5. Refunds**

Refunds of charges will be reduced by the amount of any non-refundable deposits made. Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the student's control
- The School deciding that a student should not take part in a trip or activity for whatever reason
- Wherever a student, having entered for a public examination against the School's wishes, achieves a grade in that examination
- In the event that an examination re-mark requested by a parent/carer or student is successful, the reimbursement of fees will be made by the awarding body
- In other circumstances, at the discretion of the Headteacher

The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student incurred.

Where there is a small deficit following an educational trip, visit or activity, we will not ask for an additional charge or contribution. Equally where there is a small surplus of under £10 this will not be refunded. Any surplus in these circumstances would accrue to the 'School Fund' which is reserved for expenditure on student activity.

### **6. Support for parents/carers in financial hardship**

The School allocates a small budget each year to help support students in cases of financial hardship who would otherwise be unable to participate in an educational trip, visit or other school activity for which a charge is being made. Where parents/carers wish to take advantage of this support, they should notify the School as soon as possible to allow sufficient time for the

School to determine the financial viability of the trip, visit or activity. The School may not be able to assist on all occasions.

### **Monitoring and Review of this Policy**

The operation of this policy will be monitored by the Deputy Headteacher in charge of curriculum and any suggestions or concerns raised by parents/carers, staff, governors or other stakeholders will be discussed by the Senior Leadership Team and raised with governors on the Curriculum and Standards Committee. The policy will be reviewed every two years.