



# Charging and Remission Policy

**November 2019**

Date ratified at Trust Board:	28 November 2019
Signature of Chair:	
Author/Reviewer:	Trust Finance Team
Date for Review	Biannually

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## **1 PURPOSE**

This policy has been drawn up to conform to the charging arrangements as set out in the Education Act 1996.

The Governing Body recognises that the Act prohibits charges for school activities which take place within school hours and/or are part of the school curriculum. This Policy reinforces that principle, whilst setting out those school activities for which a charge may be made or a voluntary contribution requested and those circumstances in which charges may be remitted.

## **2 EDUCATIONAL ACTIVITIES**

### **2.1 Taking place during school hours**

- Education provided during school hours will be free of charge. School Hours are as published by the school in its prospectus and on its website, any “twilight sessions” used to deliver the school curriculum excluding the midday break
- No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the school curriculum. However, materials which result in a finished product may be charged for
- Voluntary contributions may be requested to enable the School to run extra activities including visits which are educationally desirable. The School will make it clear in its communication to parents that these contributions are voluntary and that no student will be treated differently according to whether or not the parent/carer has contributed. It will also be made clear that if insufficient funds are received to cover the cost of the activity, it may be cancelled
- Where a non-school or LEA organisation arranges an activity to take place during school hours and parents/carers give their consent to their child taking part in the activity, such an organisation may make a charge

### **2.2 Taking place outside school hours**

A charge may be made for activities which take place wholly or mainly outside school hours except where the activity is required either:

- As part of the syllabus of a prescribed public examination
- To fulfil statutory requirements of the national curriculum or of religious education in which case no charge may be made other than for board and lodging on a residential visit

For all other activities outside school hours the charge will be set to cover the cost of such items as:

- Transport/travel Costs
- Board and lodging
- Entrance Fees

- Any materials required for the activity
- Incidental Expenses

The charge should not subsidise any other student participating. Any remission of charges for individual students would be met from the main school budget or school fund depending on the activity and circumstances.

A student's participation in the activity is dependent on the agreement of their parent/carer to meet the cost of the activity and this agreement will be a pre-requisite to the student's inclusion.

### **3 MUSICAL INSTRUMENT TUITION**

Charges will not be made for class musical tuition during school hours or out of school hours where it forms part of the syllabus for a prescribed public examination or is required as part of the national curriculum. A charge will, however, be made for teaching a student to play a musical instrument either individually or in a group.

Where a charge is made for musical instrument tuition, the parent/carer will be invoiced direct by the provider of the tuition in advance of the lessons and the 'contract' underlying that activity will be between the provider concerned and the parent.

### **4 LOSS OR DAMAGE TO SCHOOL PROPERTY**

Loss of, damage to or breakage of school property, e.g. books, windows, furniture, scientific equipment etc will be charged for if caused by negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Similarly, a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party where the cost has been recharged to the School.

### **5 TRANSPORT**

Parents/carers may be required to meet the cost of transport from home to an activity sanctioned but not provided by the School e.g. travel to Work Experience.

### **6 OTHER CHARGES**

The School may levy a charge for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an Ofsted Report.

### **7 VOLUNTARY CONTRIBUTIONS TO THE SCHOOL FUND AND CAPITAL PROJECTS**

Parents/carers will be invited to make a financial contribution to the School Fund which will be used to:

- Acquire educational resources and fixed assets which would otherwise be unaffordable from the School's main budget

- May be used to subsidise a student participating in an activity outside school hours where that student's parent/carer is experiencing severe financial hardship

From time to time an appeal may be launched by the Governing Body in order to help finance a particular capital project. It will be made clear in all correspondence to parents/carers inviting contributions to School Fund or to individual appeals that such contributions are wholly voluntary.

## **8 REMISSION OF CHARGES**

Parents/carers may apply to the School for remission of charges in whole or part towards the charges for activities or the purchase of uniform items.

To qualify for help, parents/carers must contact the Headteacher or their child's Head of Year and if requested, proof of their income or benefit may be required. A decision will be made based on individual circumstances as to what level of support the School can offer or which items of uniform will be provided free of charge.

In the case of any uniform subsidy the student must at least have more than one term of compulsory education or be starting at the School the following term.

Arrangements for payments will be made with the parent/carer and the school's uniform supplier.

## **9 LOCKERS**

A returnable deposit of £5.00 will be charged for a school locker key and a 'rental charge' may also be levied. It will be made clear that lockers are not compulsory and that lockers will be provided on a first come first served basis and by application only. Lockers must be re-applied for at the beginning of each school year.

## **10 ENTRY FOR PUBLIC EXAMINATIONS**

No charge will be made for a student's first entry to a prescribed public examination for which the student has been prepared at the school, whether during or outside school hours.

A charge could, however, be made for:

- Re-sit examinations
- Re-marks and clerical checks requested by the student
- Requests for scripts
- An examination for which the student has not been prepared by the school
- Where the student fails without good reason [in the judgement of the Governing Body] to meet the requirement of any public examination e.g. by non-attendance and where the school originally paid the entry fee
- Where without good reason a student's attendance on the course falls below 90%

The charge will comprise the fee levied by the Examinations Board, plus an administration fee to be retained by the school.