



Waingels

Charging and Remissions Policy

August 2020

Name of Policy:	CHARGING AND REMISSIONS POLICY
How often to be reviewed:	Every 3 Years
Reviewed	20th September 2016
Reviewed	20th August 2020
Next Review	July 2023
Reviewed By	Finance / Resources and Audit Committee

Policy on Charging for School Activities

The governors are committed to the principle of free school education, but support the provision of activities from time to time, which will enhance the education offered to students. Parents may be charged or asked to support the school by making voluntary contributions to offset the costs of these activities. Neither parents nor pupils at the school are required to pay for or supply any materials, books, instruments or other equipment for the purposes of or in connection with the education provided within the school.

Day visits and activities during school hours

These will be offered from time to time and parents will be asked to make voluntary contributions to cover costs. Where a parent does not make a contribution, their son or daughter will not be prevented from participating. However, if sufficient voluntary contributions are not forthcoming, activities may be cancelled, except where they are an integral part of a prescribed public examination syllabus.

Residential activities during school hours

These will be offered from time to time on the same basis as for day visits and activities. However, parents will be charged the full cost of board and lodging, except that where a family is in receipt of benefits. Please see Remissions page 4. If the activity is essential to fulfil course requirements, these costs may be fully remitted.

Optional extras

Activities may be offered from time to time outside school hours. Parents will be charged the full cost of these activities.

Tuition for playing musical instruments

All music tuition fees must be paid directly to Berkshire Maestros. A booklet giving full details of tuition and costs is available from Berkshire Maestros.

Practical activities

All material required for practical work will be provided free of charge except where students wish to take finished work home, when we may make a charge. Parents will

also be asked to support the school, for example by providing ingredients for cookery.

Public examination fees

Where the school prepares a student for a prescribed public examination, no entry charge will be made. When a student is entered for a public examination other than on the prescribed list, a charge will be made.

If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid, the entry fee will be recovered from parents. These on average cost £100 per student per subject.

Our policy on examination entry is that we enter all students for examinations for which they have completed a course of study, and complied with all requirements. Where a student is following a GCSE, AS or A2 Level course, the school will pay for one entry per paper. The cost of any retakes of examinations will be paid for by the student. Please see Examination Policy.

School property

The Principal reserves the right to make charges for the cost of damage to or loss of school property where this has been caused by a student's misbehaviour or negligence. This includes broken windows and computer software.

External Student exam costs

Any external students taking exams at Waingels will be responsible for the following costs if indeed the school agrees to the request. It must be noted that Waingels do not normally accept external students and will only do so in exceptional circumstances. The decision of the Headteacher regardless is final.

Entry fee for the exam

Administration cost at £30 per paper

Invigilation costs at £30 per hour if incurred as an extra by the school

Other costs at £30 per hour if requiring other exam support

All costs must be paid in advance of exam entries being made

Facilities

The Governing Body positively welcomes the use of the school facilities by the community the school serves but may levy charges for such use. Any profit generated will be spent within the purposes of the school.

The foregoing statement is presented in the terms required by the Education Act but governors hope that parents will feel able to support them and that nothing in the regulations will prevent us from continuing to offer students a wide and varied range of educational activities beyond the classroom.

As we receive no additional funding to pay for the activities for which we cannot charge, they will only be able to continue if parents are willing to make voluntary contributions.

Remissions

In circumstances of family hardship that make it difficult for students to take part in particular activities for which a charge is made, the school will invite parents to apply, in confidence, for the remission of charges in part or in full. Such remissions shall be made from the Waingels fund and will require the authorisation of the Principal.

In line with the DfE guidelines, parents who can prove they are in receipt of the following benefits will be exempt from paying the full cost:

- Universal Credit
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received;
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

1. This policy is made in accordance with the current Department for Education guidelines (issued November 2018), which can be accessed here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Date of Updated Policy	August 2020
Author of Policy	John O'Keefe
Ratified by Full Governors	18 th October 2022