

Charging and Remissions Policy



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Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by DfE guidance.

Definition

The school day is defined as: 08.45 to 15.30, the midday break does not form part of the school day.

Responsibilities

The Principal will ensure that staff are familiar with and will correctly apply the policy. The Governors will review the policy every two years.

Policy statement

There is no charge for education provided during school hours and education provided outside school hours provided that it is part of the national curriculum or is part of a syllabus for a prescribed public examination that the student is being prepared for, or part of religious education. Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the student's parents.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the student was not prepared for it at this school
- the examination is not on the set list but we arranged for the student to take it
- the student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the school day which entail additional costs, (for example field trips, visiting theatre groups etc.) In these circumstances no student will be excluded from participating because his/her parents cannot or will not make a contribution. However, if funding is insufficient, it may be necessary to cancel the activity.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example theatre visits, Homestays etc. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Parents in receipt of Eligible Benefits (see below) can apply to the school for financial support. The school will endeavour to ensure that no child is disadvantaged because of parental circumstances.

Education partly during the school day

If a non-residential activity happens partly within the school day and partly outside of it, there will be no charge if 50% or more of the time to be spent on the activity occurs during the school day. Conversely, if more than 50% of the time spent on an activity falls outside of the normal school day, charges will be made.

Residential

Charges will be made for board and lodging, except for students whose parents are in receipt of Eligible Benefits (see below). However, the activity will only take place if financially viable.



Minibus

Travel in the school mini-bus is free of charge.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they are based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of Eligible Benefits (see below). The principles of value for money will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

In cases of hardship the Principal will consider at his or her absolute discretion the remission of fees (either in full or in part) for those students who it is considered will benefit from such tuition.

Transport

Schools cannot charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Loss and Damage to School Property

Parents/carers will be expected to reimburse the school for loss of, or damage to school property, books, equipment or other resources for which their child is responsible. The school advises, however, that parents/carers ensure that where possible the cost is borne by the child.

Eligible benefits

- Universal Credit
- Personal Independence Payment
- Support under part VI of the Immigration and Asylum Act 1999

Any financial assistance given will be for a maximum of 1 year for each eligible student.