

Charging and Remissions Policy

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Introduction

The Governing Body recognises the valuable contribution which a wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils' personal and social education. Such activities should be seen as an integral part of a broad and balanced curriculum for all pupils.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

School journeys in school hours

- A contribution towards bus costs for trips and activities deemed to take place within school hours.
- The board and lodging element of all residential activities deemed to take place within school hours.

Activities outside school hours

The full cost to each student of all activities deemed to be optional extras taking place outside school hours e.g. Theatre and Educational visits, clubs organised before/after school or at lunchtime, residential journeys taking place mainly at weekends or school holidays, school plays, discos etc.

Instrumental Music Tuition

The cost to the student for providing individual instrumental tuition which takes place within or outside of school hours, unless it forms part of the syllabus of a prescribed public examination or the National Curriculum.

The Governing Body has the right to make a charge to parents for all or part of the cost of such tuition. Charges will not exceed the cost to the school for such tuition.

The decision about charges for instrumental music tuition will be reviewed annually and parents/carers will be informed.

Materials, Instruments etc.

The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents/carers) in cases where it has discretion to do so.

The Governing Body may charge for materials or require them to be provided if the parent/carer has indicated in advance that they wish to own the finished product.

Examination Fees

Where a student has not been prepared for a public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination if previously agreed by the parent/carer.

If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Body may recover the fee from the parent/carer.

General

The Governing Body may from time to time amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.

Remissions

Remissions will be considered where the parents of a pupil are in receipt of:

- Universal Credit in prescribed circumstances
- Income Support
- Income Based Job Seeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- 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 that was introduced on 27 October 2008

The Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the student if the activity is deemed to take place within school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

The Governing Body reserves the right to apply this criterion for remission in respect of other provision for which a charge is made.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.



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Owned by: H Murdoch (Senior Finance Officer)

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