



Charging & Remissions Policy



1 INTRODUCTION

- 1.1 The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and those items where there may be a charge.
- 1.2 The policy has been informed by the LA policy and the DfE guidance.
- 1.3 Definition: The school day is defined as 8.35am to 3.25pm.
- 1.4 The headteacher will ensure that staff are familiar with, and correctly apply, the policy. The Governors will review the policy every three years.

2 CHARGING PRINCIPLES

During the school day

- 2.1 During the school day, all activities that are a necessary part of the National Curriculum plus religious education, will be provided free of charge. This includes any materials, equipment and transport to take students between the school and the activity. It excludes charges made for teaching an individual student or groups of up to four students to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), we will make a charge. 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 arrange for the student to take it
 - a student fails without good reason to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee

The school does ask that students purchase start-up equipment and consumables for some qualifications: Digital Photography, Art and Technology. These personal purchases are necessary for the production of portfolio work. The purchases may be made at cost through school or from other suppliers. Where students are unable to meet the costs of these essential materials, they should contact the school.
- 2.2 Voluntary contributions may be sought for activities during the school day which entail additional costs (eg. field trips). In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it maybe necessary to curtail or cancel activities.
- 2.3 From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

- 2.4 We will charge for optional, extra activities provided outside of the school day eg. theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of

an examination syllabus.

Education partly during the school day

- 2.5 If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge; but if most of the time to be spent on the activity falls outside of the normal school day (50%), charges will be made. When such activities are arranged, parents will be told how the charges were calculated.

Residential

- 2.6 Charges will be made for board and lodging, except for pupils whose parents can prove that they are in receipt of the following benefits:
- Income Support
 - income-based Jobseeker's Allowance
 - income-related Employment and Support Allowance
 - support under Part VI of the Immigration and Asylum Act 1999
 - the guaranteed element of Pension Credit
 - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
 - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
 - Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals

- 2.7 Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases, parents will be told how the charges were calculated.

Tablets and Computers

- 2.8 Currently available as an option for Sixth Form students, tablets and computers are not necessary for the completion of any courses. Bursary students may be able to access financial assistance if deemed beneficial.

Music Tuition

- 2.9 No charges for music tuition will be made if the teaching is an essential part of the national curriculum; is provided under the first access to KS2 Instrumental and Vocal Tuition Programme; or for pupils who are looked after by the local authority.

3 CALCULATING CHARGES

- 3.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.
- 3.2 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, or in other cases at the discretion of the headteacher.

4 REMISSIONS

Music Tuition

- 4.1 In cases of hardship the governors will consider in their absolute discretion, the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.