



GOVERNORS' CHARGING AND REMISSION POLICY

BACKGROUND & AIMS

The Governors are required by the Education Reform Act 1988 to set out their policies for charging for school activities.

The Governors recognise the valuable contribution that the wide range of additional activities, including sports, clubs and societies, music trips and residential visits, can make towards pupils' education. The Governors aim to promote and provide a wide range of such activities, both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governors may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy document precludes the Governors from inviting parents to make a voluntary contribution towards the cost of providing school activities.

School hours exclude the lunch break, and are those school hours notified by the Headmaster to parents from time to time.

PRACTICE

Charges may be made for activities which take place wholly or mainly outside school hours, and which are NOT part of a public examination syllabus, or the National Curriculum or for religious education.

Board and lodging costs will be charged on residential trips, unless they are a compulsory part of a public examination syllabus or in fulfilment of National Curriculum requirements. However, special circumstances can qualify a student for remission of these charges – see Appendix 1

Voluntary contributions may be invited for trips which take place mainly within school hours. No pupil may be excluded because of an inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet the budgetary requirements. Money paid for trips which may be left over when the account is settled, and which amounts to less than £5.00 per pupil, will not be returned but used to offset and save on administrative costs. The cost of replacement staff who may be required to cover classes in school may be included in the total costing of a school trip.

Subject to the school's budgetary situation, instrumental music lessons for those taking GCSE, AS and A Level Music who are eligible for free school meals may be subsidised but this will only be considered if the lessons are being arranged through the school.

The Governors also reserve the right to charge, including an administration charge, for:

- public examinations where the subject is not prescribed in the school curriculum
- public examinations where a parent is looking for their child to be entered contrary to the professional judgement of the Headmaster and for
- resit examinations undertaken by former or existing pupils.

Where pupils or parents make enquiries into results, the cost of this service and an administration charge will be levied. Any costs incurred by the School in handling returned scripts at the request of candidates will be passed on to the candidate and are payable in advance of the request being made to the Examination Board.

A penalty charge may be levied on students who ask to withdraw from an examination having failed to attend on the day or having failed to give appropriate notice of withdrawal, unless this is caused by exceptional circumstances.

In cases where candidates for public examinations have failed, without good reason, to attend or meet the School's entry criteria or the requirements of the examination (eg coursework), but still wish to be entered, they will be asked to pay entry fees and may be entered as private candidates. The school reserves the right to enter the candidate for a different level of paper at its own expense.

Charges may be made for some materials in Art and Design and Technology (Food, Textiles and CDT). Unless a parent notifies the school in advance of their unwillingness to meet such charges for a pupil to participate in such courses, charges will be made. Subject teachers in practical subjects are responsible for informing pupils and parents of costs involved. Students taking part in sports teams may be asked to contribute the cost of team kit in addition to that normally needed for PE. The school will look to keep such costs to a minimum, and to ensure provision is made for students with a need for assistance.

The Governors approve the policy and practice of individual departments suggesting to pupils that they should purchase their own copies of specific examination texts, or additional materials such as past exam papers which have to be bought from the relevant exam boards. Such purchases may be encouraged as voluntary contributions where copies of books or papers are issued to individuals to keep or annotated by pupils. In these instances the school is then unable to use the materials for another year or class of students. The Governors endorse the use of new technology to make additional materials available to students, including where students are asked to use resources at home to print materials from the internet, school VLE, and similar sources.

Where parents are unwilling or unable to make voluntary contributions the school will provide the necessary resources, but they may be in the form of shared materials to be kept in school. Individual cases will be considered, and we will continue to ensure that all pupils have access to their proper entitlement of curriculum resources.

The Governors will also charge for damage to school premises, books equipment etc caused by a pupil's behaviour. A charge will always be made where damage is wilful, but may also apply, in whole or in part, where damage is caused recklessly or accidentally. The School Library will ask pupils to pay a small fine for overdue books and a replacement charge for lost books.

The Governors reserve the right to charge deposits for keys, equipment and for other school property.

In cases where charges are to be levied, parents must be advised in advance and monies collected prior to the activity.

Requests for help from parents on income support or family credit will be considered and assistance may be provided within the limits of the school's budget. Complete confidence will be observed in all such matters.

The Charging Policy will be regularly reviewed, provided to parents when their child first joins the School, and will be available to parents on request.

Appendix 1

Remission of charges for residential visits for students eligible for free school meals

Optional school residential activities can be costly, and some students are entitled to have the cost of their board and lodging covered. A student qualifies if the parent with whom they reside is in receipt of:

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment Support Allowance
- Child Tax Credit, with a taxable income of no more than £16,190 and not in receipt of Working Tax Credit*
- Pension Credit (Guarantee Credit)*
- Support under Part VI of the Immigration and Asylum Act 1999*
- Working Tax Credit during the four-week period immediately after employment finishes or after you start to work less than 16 hours per week

These are the same criteria which make a student eligible for free school meals, and it is by reference to our school record of who receives free school meals that we would endorse that a student would qualify for this residential visit subsidy.

Such a student might still face some costs on a residential visit e.g. entry costs of site visits. The trip leader concerned could clarify this.