



## CHARGING AND REMISSIONS POLICY

### Purpose

We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular), independent of their parents'/carers' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

### Charging

The Governors have agreed to pass on to parents all charges for:

- a) Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- b) Optional extras (see below) as allowed by the Education Act 1996; and
- c) Music and vocal tuition, in limited circumstances (see page 2).

### Optional Extras

Charges will be made for some activities that are known as Optional Extras.

Optional Extras are:

- Education provided outside of school time that is not:
  - a) Part of the National Curriculum;
  - b) Part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
  - c) Part of religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school (see also Public Examination Policy);
- Transport that is not required to take the student to school or to other premises where the local authority/governors have arranged for the student to be provided with education. The school will ask for voluntary contributions towards cost of transport for all educational visits with the exception of sporting fixtures. If insufficient voluntary contributions are received and the school is

unable to cover the shortfall, the educational visit will be cancelled or reconvened in order to reduce transport costs; and

- Board and lodging for a student on a residential visit.

In calculating the cost of optional extras an amount can be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra;
- Support staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra. This includes all instrumental lessons given in school with the exception of eleven 15 minute, individual instrumental lessons at GCSE per term (for five terms) and eleven 30 minute instrumental lessons at A level per term (for five terms). If GCSE and A level students wish to attend additional lessons these will be classed as Optional Extras and charged for accordingly.

### **Voluntary Contributions**

In respect to activities during school hours the governors agree that these should only take place in general if there is evidence of sufficient voluntary contributions from parents/carers to cover expenses.

When making requests for voluntary contributions, parents must be made aware that payment is voluntary and **not compulsory**.

Parents/carers will be advised that contributions to school funds must be truly voluntary and should the activity take place no students should be omitted because his/her parent/carer has not contributed. In general, there should be no difference in the treatment of students according to whether or not their parent/carer has made any contribution in response to the request.

### **Residential Visits**

The Governors agree to charge for:

- Board and Lodging
- Voluntary contributions are requested for transport and teaching

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Subject to the parent/carer requesting tuition, charges are made for teaching either an individual student or groups of any appropriate size to play a musical instrument or to sing.

Instrumental and vocal tuition which is part of the National Curriculum is not charged for.

Instrumental and vocal tuition for Children Looked After is charged to the appropriate Local Authority.

### **General**

Students may be given the opportunity to purchase revision guides, at cost, through the school. Students can also purchase further photocopying or printing above the initial allocation which is based on the student's year group and subject choices.

### **Breakages**

Where students' misbehaviour results in damage to school buildings or to school equipment or where textbooks are defaced, damaged or lost a charge will be made. Similarly, where damages to property occur due to misbehaviour on a school trip, a charge will be made.

Money paid for educational visits which may be left over when the account is settled, and which amounts to less than £5.00 for educational visits (day) and £10.00 for educational visits (residential), will not be returned but used to offset administrative costs.

### **Remissions**

Parents can be exempt from paying the cost of board and lodging if they can prove they are in receipt of the following benefits or their child is, or has been in the last 6 years registered for Pupil Premium (details can be found in the Pupil Premium Policy):

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

In all other cases the Governors reserve the right to remit charges, in special cases at their discretion, provided adequate funds are available.

Students in the Sixth Form may also qualify for a discretionary bursary. Further details can be found in the Bursary Policy.

### **Arrangements for monitoring and evaluation**

This policy will be regularly reviewed, provided to the parents when their child first joins the school, and available to parents on request. In reviewing the policy, the Governors refer to and give consideration to the school's Equality Policy (currently under review).

The Finance & Resources Committee of the Academy Trust will monitor the impact of this policy by receiving an annual financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended activities on those children most in need of additional support.