

## CHARGING AND REMISSIONS POLICY

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### Charging and Remissions Policy

In conformity with the requirements of the Education Act 1996, it is the policy of the Governing Body:

- 1 to levy, except where students are entitled to statutory remission, a charge for all board and lodging costs on residential visits (please refer to the 'Notes' section of this document for clarification of the exemption criteria);
- 2 to levy a charge for activities wholly or mainly outside school hours which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination;
- 3 to levy no charge for examination entries, except where
  - (a) the school has not prepared students for the examination in the year for which the entry is made, or
  - (b) a student has failed, for no good reason, to complete the requirements of the examination or to attend for it, or
  - (c) a student and/or parent/guardian requests entry to an examination against the professional view of the school;
- 4 to levy no charge in respect of books, materials, equipment<sup>1</sup>, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the school, except where parents have indicated in advance their wish to purchase the product;
- 5 to request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no student is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution (an activity may be cancelled if not enough voluntary contributions are collected)<sup>2</sup>;
- 6 to seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children;
- 7 to leave to the Headteacher's decision, the proportion of costs of an activity which should be charged to public or non-public funds;
- 8 to delegate to the Chair of Governors and the Headteacher the determination of an individual case arising from the implementation of this policy.

### Notes

When a charge is levied in respect of board and lodging costs on residential visits, parents who receive the following support are exempted from those charges:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income-based Jobseekers Allowance (IBJSA);
- 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 HMRC does not exceed prescribed limits;

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<sup>1</sup> The term "equipment" does not include the fully-stocked pencil case that every student is required to bring to school.  
*Hold fast that which is good*

- the guarantee element of State Pension Credit;
- an income-related employment and support allowance.

The Governors fully support the principles of free education and equality of opportunity for all students. However, the Governors recognise that most parents would want the school to enhance the education of its students by providing additional activities. Such activities rely on voluntary contributions from parents. The Governors, therefore, wish to encourage all parents to support the school as far as they are able by contributing to particular activities from time to time and by donating to the School Fund.

#### Quick reference guide

<b>Activity</b>	<b>Comment</b>
Individual instrumental music tuition that is over and above the National Curriculum, and/or an approved examination syllabus.	A charge will be made per lesson. This will be reviewed when the charges made to the school by the Music Service increase. Parents in receipt of certain benefits could be eligible for a reduction of fees. Any examination fees are paid by parents.
Transport to Work Experience.	Parents will pay directly (except students with an Education Health Care Plan where transport is referred to in the Plan).
Activities outside school time not related to statutory duties.	Charges will be levied.
Board and lodging on residential visits.	Parents are to be charged, except in cases of statutory remission where families receive benefits.
Re-scrutiny of examination results at a parent's request.	Parents to pay all charges.
Examination entry for a prescribed examination for which students have not been prepared by school.	Parents to pay all charges.
Entry for an examination which is not on the prescribed list where preparation takes place outside school hours.	A charge will be made.
Recovery of wasted examination fees.	Parents to be charged.
Educational visits and field trips.	Parents will be asked for a voluntary contribution.

#### **Links to other policies/documents**

Governors' Delegation of Functions (Function 16)