

CHARGING & REMISSION POLICY

(September 2019)

The Governors of the school acknowledge the right of every pupil to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The Governors also recognise the valuable contribution that a wide range of activities and trips and residential experiences can make and aim to promote and provide such activities as part of the broad and balanced curriculum as additional optional activities.

Parents should be made aware of this policy.

Legal position

No charge will be made for admitting pupils to the school.

No charge will be made for education in the school day, although the lunch break can be treated with exception to this.

No charge will be made for books, materials, instruments, equipment or transport for any activity connected with the child's education in the school day, that is related to the national curriculum, related to RS study or in preparation for a public examination.

Examinations

No charge will be made for examination entry. The school has the right, however to make a charge at its discretion when:

- A pupil fails to attend
- Coursework is not completed
- The pupil was not prepared for the examination at the school or
- The school arranges for the pupil to take an examination not on its set list.
- A pupil resits an examination.

Finished Product

A charge may be made for materials required for DT practical projects. Parents who qualify for benefits are entitled to a remission on the charges.

Residential Visits

A charge may be made for board and lodgings. Parents who qualify for benefits are entitled to a remission on the charges.

Transport

A cost may not be made for school activities eg swimming in school time. A cost may be made for transport to and from an activity that the school permits but does not provide eg work experience.

Voluntary Contributions

The school may request contributions towards activities within the school day but no pupil may be excluded for not paying. The Governors may ask for contributions towards trips and school fund. If insufficient funds are made the activity may fail to take place if the shortfall cannot be met.

Permitted charges

Charges for board and lodgings on trips.

Cost of lost and broken school property.

Costs for individual tuition, unless it is part of the National Curriculum.

Cost for optional extras if no profit is made by the school.

Re-sits for examinations where no further preparation has been provided by the school.

Parents should always be informed of costs in advance.

Private use of facilities

Pupils are not permitted to make private use of facilities eg photocopying.

Third parties

The school is permitted to charge for a provision of an educational service by a third party, but monies must be all paid directly to the third party. If the activity is in school time, pupils and staff involved must be granted leave of absence for the activity as it is not technically part of the school's programme.

Remissions

Parents of pupils who are in receipt of the following support payments will, in addition to having free school meal entitlement, also be entitled to remission charges:

- *Income Support*
- *Income-Based Jobseekers Allowance*
- *Support under Part V1 of the Immigration and Asylum Act 1999*
- *Child Tax Credit, providing the parent is not entitled to Working Tax Credit and their annual income does not exceed £16190*
- *Guaranteed state Pension Credit*

Equal Opportunities

The Head will ensure that the school's EOP is observed in implementing this policy.

Responsibility

The **Governing Body** is responsible for making and reviewing this policy.

The **School's Business Manager** is responsible for its implementation and ensuring all parties are aware of its content and will report to the Head on the policy as appropriate.

The **Head** will report on the workings of the policy to the Governors.

The policy will be reviewed every two years.

Signed: Date:
Chair of Governors