



CHARGING AND REMISSIONS POLICY

	TO BE REVIEWED BY THE GOVERNORS' LEADERSHIP COMMITTEE
Reviewed in:	May 2016
Governor Name:	
Governor Signature:	
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Introduction

We believe in the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure value for money is achieved.

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449-462 of the Education act 1996 no charges are made to any registered pupil for books, materials, equipment or apparatus used during school hours: School hours are deemed to be 8.40am - 3.10pm, the school break is not considered to be part of the school day.

We apply the charging policy in line with section 457 of the Education Act 1996 which e.g. allows charges to be made for residential school trips and artefacts made in college and taken home.

Voluntary contributions

“Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However where there are not enough voluntary contributions to make the activity possible, then it will not take place”

We believe that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The head teacher and Governors may remit some charges in part or full as reasonable in particular individual circumstances.

The charging and remissions policy is an integral part of our inclusive arrangements for students and is applied equally to all students.

In normal circumstances where a charge is made (e.g. for trips) it will be accompanied by a verbal instruction to the organiser that arrangements may be available to support parents/families who are eligible for remissions. The college keeps a part of their pupil premium funding for this purpose and payment can be made by Finance upon recommendation by the Head teacher or their designated staff.

School Trips and Visits

Day Trips: No charge will be levied in respect of day trips that take place during the school day or are part of the curriculum

Residential Trips- Essential: For residential trips which are essential to the national curriculum, Statutory RS or in preparation for exams a charge will be levied for board and lodging.

Residential trips-Non essential: For residential trips which are not essential to the National curriculum, RS or in preparation for examinations a charge will be levied up to the full costs of the trip.

Examination Entries

A charge will not be levied in respect of examination entries for pupils where the school has prepared that student for the examination.

A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and it considers for educational purposes that the pupil should not be entered and the pupil's parent/carer wishes the pupil to be entered. In these circumstances where the pupil subsequently passes the examination, the College may refund the costs upon request.

A charge may be levied for pupils re-sitting an examination.

A charge may be levied where a pupil fails without good reason to complete the requirements of any public examination where the College paid or agreed to pay the entry fee.

The charge will be the costs of the examination entry, plus any applicable centre administration fee.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, a charge may be levied for the cost of materials used. In the case of food technology Pupils are expected to provide their own ingredients, where this is not the case and the Pupil is provided with ingredients a charge will be levied.

Textbooks are provided free of charge, however revision guides available in some subjects there is a charge made to cover the costs of the revision guide.

Music Tuition

The College levies a charge for individual music tuition, and group Music tuition with up to four pupils. If the teaching is not an essential part of either the National curriculum or a public examination syllabus being followed by the pupil. The cost of peripatetic instrumental instruction is subsidised by the College and agreed on an annual basis with the Head teacher and the Head of PE/Expressive Arts.

Out of School Activities

No charge will be made for activities outside College hours that are part of the national curriculum or religious education, or that form an essential part of the syllabus for an approved examination. If a pupil is prepared, outside of college hours for an examination that is not set out in the regulations, a charge will be levied for tuition and other costs. For all other activities outside of the normal college hours, a charge for the activity will be levied.

Damage/Loss of Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, and a lower cost may be set at the decision of the Head teacher. A charge will be levied in the respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the college, The charge may be the cost of replacement or repair and may be set at a lower rate at the decision of the Head teacher.

Lettings

The college will make its facilities available to external users at rates agreed by the Governors on an annual basis and at no less than the cost of providing the facilities.

Other Charges

The head teacher or governing body may make reasonable charges for miscellaneous services, for example providing a full copy of an OFSTED report.

Remissions Policy

The head teacher and Governors may decide not to levy charges in respect of a particular activity, if it feels reasonable in the circumstances, Parents in receipt of the following may be entitled to remissions:

- Income support
- Income based Job seekers allowance
- Employment and Support Allowance-Income related
- Pension credit guaranteed
- Child tax credit, where the parent is not entitled to working tax credit and whose annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190.