

# **Charging and Remissions Policy**

**Park Community School**

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## CHARGING AND REMISSIONS POLICY

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### Introduction

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 which set out the law on charging for school activities in maintained schools.

Under the provisions of this Act charges cannot be made to provide education during school hours. However, voluntary contributions may be invited from parents/carers in certain cases and, in the one exception, charges may be made for musical instrument tuition.

This document defines the Governing body's policy in relation to charging for school activities.

### Objectives

Activities taking place during school hours are free of charge. School hours are 8.25am to 2.55pm, Monday, Wednesday-Friday (Tuesday 8.25am to 1.55pm), but breaks do not form part of the school hours.

Any activity of which **more than half** takes place in school hours is defined as taking place **wholly** in school time. Similar rules apply to residential activities, details of which can be seen at school upon request.

It is the Governing Body's objective to make every effort to provide maximum educational opportunities to the students within its delegated budget. However, where any activity is likely to absorb additional resources to the detriment of the curriculum in general, then voluntary contributions will be invited, or, as a last resort, the activity will be discontinued.

**Note:** Those activities where a charge may be made for musical instrument tuition, where voluntary contributions may be invited and where activities are undertaken **outside school hours** are set out in the next section of this policy.

### Practice

#### Curriculum Activities

All activities taking place during school time are free of charge and all necessary materials, books and instruments will be provided from school resources except in cases identified elsewhere in this policy. Parents/carers remain responsible for providing suitable writing equipment, clothing and footwear for all school activities including Physical Education. The school will provide any essential safety clothing, for example in Design and Technology.

#### Food Technology

Some activities, which broaden the curriculum and make it more interesting for children are expensive in materials and ingredients. An example of this is Food Technology. Students are not expected to bring in ingredients to enable them to

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take home the finished product. A voluntary contribution to cover the costs of ingredients purchased by the school can be made.

### **Work Experience**

Parents/Carers will bear the cost of transport between home and the Work Experience placement of their child. For exceptional placement, the school may make a contribution towards travel. If a placement is cancelled by student, a cancellation fee recharge will be applicable.

### **Alternative Provision**

If a child is directed to an Education Centre or alternative provision or off-site provision as a result of behaviour, concerns or sanctions, parents/carers will bear the cost of transport between home and the alternative provision. In exceptional circumstances, the school may make a contribution towards travel.

### **Residential Visits**

No charge is made for tuition on these courses. However, a charge will be made for board and lodging during a residential trip, and a voluntary contribution towards the cost of travel will be invited. Parents/Carers in receipt of certain benefits (as detailed in Appendix 1) may, on application to the Headteacher or Head of School, have part of the board and lodging charge remitted by the Governors provided the course takes place in school time or is part of the National or Examination Curriculum.

### **Day Visits (wholly or mainly during the school day)**

For day visits mainly during the school day, which reinforce part of the school curriculum (e.g. supplement aspects of learning that exist in our schemes of work and which are offered to all students studying that course) our parents/carers will be asked to make a voluntary contribution to cover the cost of transport, entrance fees, insurance costs, equipment/resources and specialist instructor time. The school will fund additional supply teacher costs. No student will be excluded because of their parents/carers' inability to pay. The visit may be cancelled if 'the vast majority' of the costs are not raised by parents/carers' voluntary contributions. The Governing Body wish to make it clear that visits will not be able to continue to take place if parents/carers are reluctant to support them.

### **Extra-Curricular Activities**

From time to time, activities may be offered to students outside school time. If these activities form part of the National Curriculum, or a recognised examination course, they will be free of charge, but a voluntary contribution will be requested to cover transport costs.

If the activity is outside the National or Examination Curriculum, it is defined as an optional extra and a charge will be made to cover the actual costs incurred. Participation in these activities will be on the basis of parental choice and a willingness to meet the charge levied. Such activities could include Geography field trips in holiday time offered to students as an extra activity, a visit to the bowling alley with a mentor, a half-term trip to New York or participation in our YES project at weekends.

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Any monies paid towards trips are treated as non-refundable. If a substitute can be found then this may allow some monies to be returned.

### **Musical Instrument Tuition**

This is the only exception to free education in school time. The Governing Body may make a charge for this as long as the tuition is not an essential part of the National Curriculum or a set examination syllabus being followed by the student.

### **Additional Tuition**

Occasionally during the year, the school may engage the services of professional groups to enrich and extend the opportunities available to students. If the school deems this part of the curriculum relevant to a particular scheme of work, they will offer this opportunity to all appropriate students.

### **Examinations**

Students will be entered for public external examination in all courses they have studied unless the Governors or Headteacher offer educational reasons why this would be inappropriate. The school will pay for all students to enter a public examination in all subjects for which they have been prepared by our staff. We will provide one entry per subject for students in their final year of an external examination course. However, if a student fails to complete the required number of module tests or mock exams over the study period or fails to complete the specified coursework requirements or fails to attend the full terminal examination itself then the school will require the parents/carers to meet the full examination costs for that specific entry. In addition, parents/carers will be required to pay a £50 deposit against future examination entry. All deposits will be refunded in full providing the candidate has not broken rules laid down and attempts the examination in any subject in that academic year, or for retakes of exams if offered by the school.

Parents/Carers will also be required to pay for the full cost of re-scrutinising results by the Examination Boards if specifically requested by the parents/carers. They will also be required to fully fund the cost of entering students for an examination where the students have not been prepared by our staff.

### **Recovery of Certain Other Costs**

The Governors wish to use the funds available to them in the most effective way for all children. They will therefore seek to recover costs from parents/carers of students who either:

- Cause wilful damage to school property or
- Misuse or lose school materials including books

The school will seek to recover costs by using any monies paid in by a parent/carer for any activity/trip etc. to offset part or all of the debt.

The school may choose to waive payment for wilful damage if the student were to undertake community service to a similar value, worked out at the usual rate of pay for a 15 year old.

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#### **Lockers**

Students are able to hire a locker for a returnable £10 deposit, providing the locker is left in a clean, useable state. If the key is lost, we charge £10 for a replacement.

#### **Loan of Ties**

If a loan tie is lost by a student, we will notify parents/carers that a charge of £5 will be made.

#### **Dinner money loans**

Loans are issued if a student requests it after a telephone call home is made, with the expectation that it is repaid promptly. Non-payment is considered a debt.

#### **Optional Extras**

Charges may be made for optional extras such as uniform (blazers, ties, PE hoodies, jumpers), stationery items and revision guides sold at student reception.

#### **Remission Policy**

Remission of board and lodgings charges will be considered for students whose parents/carers receive certain benefits (as listed in Appendix 1) if an activity takes place during school hours; or is out of school hours but covered by requirements relating to prescribed examinations syllabuses, or studies relating to the National Curriculum, or duties relating to Religious Education. In cases of extreme hardship the Headteacher/Head of School will have the discretion to ask parents/carers to contribute only a proportion of the cost of any school visit. Applications for remission should be made in writing to the Headteacher/Head of School.

#### **General**

Details of all activities for which a contribution is sought, or a charge made, will be circulated to parents/carers well in advance of the activity. The Governors hope that parents/carers will be as helpful as possible in making contributions and supporting fund raising activities.

#### **Implications for Whole School Development**

The school needs to review annually the size of the contribution required for Technology subjects. The peripatetic Music activities need to be reviewed annually with a view to determining the size of the school contribution in order to maintain these lessons and music groups.

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#### Appendix 1 – Remissions for Residential Visits

Parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits provided they take place in school time or are part of the National or Examination Curriculum:

- Universal Credit (household income must be less than £7,400 per year)
- Income Support
- Income Based Jobseekers Allowance
- 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 household income does not exceed £16,190)
- The guaranteed element of State Pension Credit
- Income Related Employment and Support Allowance
- Working Tax Credit run-on-paid for 4 weeks after Working Tax Credit qualification ceases.

Document Control Table	
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