



# **Charging and Remissions Policy**

<b>Start Date:</b>	<b>Autumn 2019</b>
<b>Date of Next Review:</b>	<b>Autumn 2020</b>
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<b>Responsible Committee:</b>	<b>Education Committee</b>

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The Principal and Governors intend that where education is provided wholly or mainly during school hours it should be free of charge, except for instances such as board and lodgings during residential visits and individual instrumental lessons. (Please note: individual instrumental tuition for pupils taking public examinations [GCSE or GCE] Music is subsidised).

Public examination fees will be paid by the School except where a pupil is resitting an examination in the same subject and set by the same board, or when the examination results require re-scrutinising, or a pupil fails, without good reason, to complete the examination requirements,.

Apart from the cost of board and lodging for residential trips, charges will not be made when such activities are required specifically as part of a public examination syllabus, or must be provided under the National Curriculum, or are in respect of the statutory obligations relating to Religious Education, although a voluntary contribution may be requested.

Fees for board and lodging will be waived in respect of pupils whose parents advise the school that they are receiving:

- Universal Credit in prescribed circumstances;(TBA)
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum (optional extras) including sporting fixtures, although these charges will not exceed the total actual cost.

## **Voluntary Contributions**

The Principal or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours including trips and visits;
- school equipment materials, books, instruments or other equipment □ cooking ingredients, Art Supplies or Design Technology materials □ School funds generally.

The contribution is voluntary and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. The governors recognise that they will have to continue to place great reliance on parents' voluntary contributions to ensure that these activities take place, and if insufficient voluntary contributions are received it may be necessary to cancel planned activities.

Any such requests for contributions will never exceed the actual cost. However, this excludes clothing and such items as aprons and football boots which parents will be expected to provide as part of the

uniform. Moreover, parents will be expected to pay for the making good of any damage caused by a pupil's misbehaviour.

## Refunds

Where an activity makes an unexpected surplus the school will consider making a refund. The School will make a refund where the surplus is greater than £20.00

Surpluses will be reimbursed in 'round amounts' only, e.g. £31 not £31.45.

Where a refund is offered, the accompanying letter will indicate that 'a surplus of £x has been made and that if the parent / guardian would like to take advantage of it they should contact the office by a date 'x'. The refund amount may be applied to the student's cashless catering account, another school trip or donated to the Student Hardship Fund. If the school is not contacted by that date it will assume that the refund has been donated to the Student Hardship Fund.'

All refunds will be made via ParentPay in order to maintain a clear audit trail. Refunds donated to the school will be transferred to a student hardship budget to support those students who are otherwise unable to participate in trips, following approval from the Principal or Bursar.

## Charging Rates

The rates that the school proposes to individual music tuition (including remission for examination students) and school meals (including the value of a free pupil meal and an adult duty meal) are discussed with the Governors Finance & General Purposes Committee on an annual basis and their approval recorded in the minutes of their meetings. The charges are published annually to parents.

The school works in partnership with Schools Plus who manage lettings outside school hours. Schools Plus will set the charges for lettings in line with market forces.

## Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment. In the calculation of the cost of optional extras an amount may be included in relation to:

- Any material, books, instruments, or equipment provided in connection with the optional extras
- Non teaching staff
- Staff engaged under contracts for services purely to provide an optional extra.
- 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

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement may therefore be a necessary pre-requisite for the provision of an optional extra where charges will be made.

Where a residential or day trip is classified as an optional extra – not necessary for the exam syllabus or national curriculum - the school may allocate funds to support students where the family is in receipt of financial support as outlined above. This support will be dependant on the number of students requesting assistance and will be limited to a maximum of 10% of the cost of the trip.

Participation in an optional extra activity or trip will be on the basis of parental choice and willingness to meet the charges. Parental agreement and payment will be a pre-requisite for the provision of and participation in such activities.