

CHARGING AND REMISSIONS POLICY

Review Body:	Business Management and Resources Committee
Leadership Group Responsibility:	Business Manager
Type of Policy:	Statutory
Review Period:	Annually
Reviewed:	May 2016
Next Review:	May 2017

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for students who are entitled to free school meals.

3. Public examinations

There is no charge for entry to a prescribed public examination if the pupil has been prepared for it at the school .or an examination re-sit if the pupil has been prepared for it at school.

There **is a charge** of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (**see Optional extras under section 5**)

4. Activities that take place during school hours

There is no charge for education or activities during school hours with the exception of music tuition provided at the request of the parent. This includes the supply of any materials, books, instruments or other equipment. Certain off-site activities may attract a small charge for which a voluntary contribution may be requested.

There is no charge for transport during school hours to school organised activities, however parents may be asked for voluntary contributions.

5. Activities that take place outside of school hours

There is no charge for education and activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

The school will charge for any materials, books instruments or equipment when ownership of the item passes to the student and some optional extras listed below

Optional extras: Chargeable

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

- transport other than that is required to take the pupil to school or to other premises where the governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the 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.
- A nominal fee for revision sessions will be charged to drive attendance and commitment.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. In this case the charging of the activity will be the same as is outlined in **section 5**.

7. Residential activities

The school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. . The charge will not exceed the actual cost. Parents who are in receipt of free school meals will be exempt from paying the cost of board and lodging.

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall **outside** of school hours (**see section 5**)

8. Music tuition within school hours

The Trust follows government legislation that states that all education provided during school hours must be free;

However, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupils.

The school will charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

9. Extended services

The Trust is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes,
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

No charge is made for any extra curricular activities including homework club.

10. Damage to property and breakages

Where school property has been wilfully damaged by a student the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headmaster and dependent on the situation.

11. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who meet the criteria for free school meals as detailed at:

<http://www.medway.gov.uk/schoolsandeducation/schoolsandcolleges/schoolmeals/freeschoolmeals.aspx>

Children of families who receive these payments are also entitled to free school meals.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

12. Voluntary contributions

The school, school governing body, or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupil's education. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Inability or unwillingness to pay

The Trust is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.