

CLAVERHAM COMMUNITY COLLEGE



Charging and Remissions Policy

2020 - 2021

Approved: Mrs M Whitehead, Chair of Governors

Date: 25.11.2020

Reviewed: November 2021

1. General Statement

This policy is written in accordance with the Education Act 1996 and outlines the charges that the Governing Body may impose.

As a College we acknowledge the right of every student to receive free school education, however we also recognise the valuable contribution that a wide range of additional activities, trips and residential experiences can make towards pupil's education. It is therefore the purpose of this policy to outline what is and isn't charged for.

2. Legal Position

Under the terms of the Education Act 1996 the Governing Body cannot charge for:

- Admissions application to any state funded school;
- Education provided during school hours (including the supply and use of materials, books, instruments or other equipment);
- Education provided 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;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- Entry to prescribed public examination, if the pupil has been prepared for it at the College; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit at the school.

The Governing Body can charge for:

- Any materials, books, instruments, or equipment where the child's parent wishes him/her to own them;
- Optional extras (explained below);
- Music and vocal tuition, in limited circumstances (explained below);
- Certain early years provision; and
- Community facilities.

There is nothing in the legislation that prevents the college asking for voluntary contributions (explained below).

3. Optional Extra's

Charges may be made for some activities known as 'optional extras'. These are:

- Education provided outside of school time that is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- Examination entry fees if the registered student has not been prepared for the examination at the school.
- Transport that is not required to take student to school or to other premises where the governing body have arranged for the student to be provided with education.
- Board and lodging for a student on a residential visit.
- Extended day services offered to pupils (e.g. breakfast club, after school clubs, tea and supervised homework sessions)

Participation in optional extra activity will be on the basis of parental choice and willingness to meet the charges.

In 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;
- The cost of buildings and accommodation;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra; this includes supply teachers engaged specifically to provide the optional extra; and
- The cost or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

4. Charging Policy

As a result of the above guidance the Governing Body have agreed the following charging policy.

4.1 Practical subject charge

Art, Textiles and Product Design – A charge will be made at the start of the academic year where parents/pupils wish to own the finished article/items.

Food Technology - Pupils usually provide their own ingredients, however if the pupil forgets to bring ingredients, and the school are able to provide this, a charge may be levied. For those pupils on FSM, ingredients may be provided at no additional charge. For those students taking BTEC cookery, where several ingredients are provided, a voluntary contribution maybe sought.

4.2 Revision Guides

Additional revision guides may be offered in some subject areas and a charge may be levied.

4.3 Stationary & Maths Equipment

Pupils are required to provide their own stationary & equipment however basic items can be bought from the Finance Office or Maths department at cost price.

4.4 Music Tuition

When personnel music tuition is requested by a parent/carer a charge will be made. The tuition will be provided either individually or for a group of not more than four students provided the tuition is provided at the request of the student's parent/carer.

4.5 Homework Diaries

Pupils will be given a homework diary free of charge at the start of each academic year. If they lose this diary they can buy a replacement at a cost of **£3.20**.

4.6 Lockers

Students who request a locker will be required to pay a non-refundable charge of £3 per year. This is payable at the start of the academic year.

4.7 Visits during the school day

A voluntary charge may be requested to cover the cost of educational visits and other activities during the school day. If not enough voluntary contributions are received the visit may be cancelled.

Pupils of those parents unwilling or unable to make voluntary contributions will not be prevented from participating if the activity/trip is still able to go ahead.

For some visits places are limited and therefore the allocation of places will be decided on by the Curriculum Leader at the outset and made known to pupils.

4.8 Residential visits

Where the majority of the visit is in school time or it is an integral part of the examination course, the College will charge for board and lodgings only. Parents who are in receipt of certain benefits will be exempt from this charge. Please see our Remissions Policy (point 5).

Where the majority of the school visit is outside of school time then this will be classed as an 'optional extra' (please see point 4.8 below)

4.9 Optional extra visits

Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.

The price of a trip will include the cost of travel, board and lodgings (if applicable), meals, entry tickets (as stated in the trip information pack), travel insurance, and any other

reasonable costs. The cost for staff members required to attend the trip to meet teacher/pupil ratios will also be covered unless otherwise agreed.

Once a parent/guardian has paid a deposit they have committed to their child attending that trip/activity. If the parent/guardian wishes to withdraw their child they will still be liable for the full cost of that trip/activity unless a replacement child can be found. A deduction for charges already incurred will be paid before any refunds are made.

Optional extras should not be profit making, however a contingency may have to be considered for unforeseen items such as airline price increases etc. If the balance per pupil is more than £10 this will be refunded to the parents.

4.10 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'.

4.11 Public Examinations

A charge will not be made for examination entries, except where:

- The school has not educated the students for the examination in the year for which the entry is made,
- A student has failed, for no good reason, to complete the requirements of the examination or to attend for it,
- A student and or parent/guardian requests entry to an examination against the professional view of the school.

The charge levied will be the cost of the examination entry, plus any applicable costs incurred.

4.12 Examination Entries

A charge will not be made for examination entries, except where:

- The school has not educated the students for the examination in the year for which the entry is made,
- A student has failed, for no good reason, to complete the requirements of the examination or to attend for it,
- A student and or parent/guardian requests entry to an examination against the professional view of the school.

The charge levied will be the cost of the examination entry, plus any applicable costs incurred.

4.13 Examination Remarks

No charge will be made for remarks unless the request is not supported by the school.

4.14 Examination Certificates

If a parent has been given the opportunity to confirm personal details for exam certificates, but has failed to respond to the school to correct any errors, any subsequent correction and reprinting of exam certificates will be charged to the parent.

4.15 Damage/Loss to Property

A charge will be levied in respect of;

- wilful damage/disruption, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or other quantifiable costs.

- wilful damage, neglect or loss of property belonging to third party where the cost has been recharged to the school.

4.16 Lettings

Charges are applied for letting of school premises. Please see our Lettings Policy for further details.

4.17 Work Experience

Parents will need to pay directly for any costs including transport, relating to work experience. This excludes statemented students where the statement refers to transport.

5. Remissions Policy

The Principal or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Parents/guardians will be exempt from paying for board or lodgings on an essential residential trip if they are in receipt of one of the following:

- Income Support
- 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 the limit for that particular financial year.
- The guaranteed element of state pension credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.