



Policy.

Charging and Remissions.

Reviewed Spring Term 2016

Member of staff responsible: Head Teacher

Review Date: Spring Term 2017

1.0 Roles and Responsibilities

The responsibility for the implementation of this policy and provision has been delegated by the Governing Body to the Head teacher. On an operational basis, the management, responsibility and evaluation rests with the Head Teacher.

2.0 Suggested Audience

All staff

3.0 Related Policies

This policy has links to several other policies, which should be consulted to appreciate the full scope of this policy:

- a. Residential Education and Off-site Visits Guidance
- b. Scheme of Delegated Authority

4.0 School Mission Statement

Barrow 1618 C of E Free School will provide high quality teaching and learning through a broad and balanced curriculum. We will maximise the use of learning and teaching outside of the classroom across the curriculum where this is relevant and beneficial. Opportunities for outdoor learning will be considered and included in all planning. Through rigorous attention to detail in assessment and self evaluation we will ensure continuous school improvement.

5.0 Guidance on which the policy is based.

- 5.1 This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

6.0 Practice and Procedures

- 6.1 **The following guidance lays out broad principles and responsibilities for all School staff and Governors. Further clarification on any of these areas should be sought from the Finance Director.**

6.2 Day Trips

School visits are an essential enhancement to the lively and experiential learning opportunities our school offers. In order to sustain a reasonable level of off-site educational experiences, it will be necessary to ask parents and carers to contribute to the costs of these visits. The charge will never exceed costs to the school. No child will be disadvantaged as a result of their parent/carer being unable to offer this contribution, however, without sufficient financial support, certain visits may not proceed.

6.3 Residential trips – Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

6.4 Residential trips – Non-essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed assessments a charge not exceeding costs to the school, which include the cost of transport and lodging, will be levied. The school will make every effort to accommodate individual payment schemes in order to promote the highest rate

of participation by our pupils. Where a family is unable to make a payment, the pupil may not be involved in the activity, but will still access a balanced, appropriate curriculum, provided by the school.

6.5 Examination Entries

If gifted and talented pupils are entered for examinations the school will make no charge to the family.

6.6 Materials & Textbooks

Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, however in extenuating circumstances assistance will be provided for those students who can not afford such provision. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

6.7 Music Tuition

The school may levy charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. The cost of peripatetic instrumental instruction is subsidised by the school and charges are explained and agreed in line with Shropshire Music Advisory Service. A further discount is available to students whose families are entitled to Free School Meals.

6.8 Activities Outside School Hours

6.8.1 No charge will be made for activities during School hours that are part of the National Curriculum or RE, or that form an essential part of the syllabus for an approved examination.

6.8.2 If a student is prepared outside School hours for an examination that is not set out in regulations (the full list of which is available from the School), a charge will be levied for tuition and other costs.

6.8.3 For all other activities outside School hours, a charge up to the cost of the activity will be levied.

6.9 Damage/Loss to Property

6.9.1 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 to be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

6.9.2 Charges will be levied in 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 School. The charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

6.10 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. Students will not be treated differently if their parents/carers have made any contribution in response to the request or invitation, as many parents/carers in this area may struggle with affordability.

However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

6.11 Lettings

The School will make its facilities available to outside users and the community at a charge of at least equal to the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the School, the charge will be based on the site staff overtime costs.

6.12 Other charges

The Head teacher, Sponsors, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report or School policies.

7.0 Remissions Policy

7.1 The Head Teacher, Finance Committee or Governing Body may remit in full or part charges in respect of a child if it feels it is reasonable in the circumstances.

7.2 The Head Teacher, Sponsors, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

8.0 Monitoring and Review

The Head Teacher will monitor the implementation of this policy and will make a written report to the Governing Body on an annual basis, presenting a summary of all charges and costs regarding this policy made over the last year, plus any recommendations to amend practices and procedures.

9.0 Approval by Governing Body and Review Date

This policy and plan has been formally approved and adopted by the Governing Body at a formally convened meeting.

Signed: _____
(Chair of Finance)

Date: _____