



HERSCHEL GRAMMAR SCHOOL

Charging & Remissions Policy

Date approved:

November 2014

***Date for revision:**

November 2016*

Responsibility:

**Finance & Staffing
Committee**

Approved by full Governing Body

Author:

**Jo Rockall
Headteacher**

***subject to any relevant changes in legislation or other appropriate guidelines**

Introduction

In accordance with Section 33 of the School's Funding Agreement, the Academy Trust is required to determine the charging and remissions policies required to address Section 457 of the Education Act 1996 and for these to be approved by the Secretary of State for Education.

The Governing Body confirm their belief that this policy is in line with legislation.

The Governing Body recognises the valuable contribution that a wide range of activities including school visits, afterschool clubs and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

(Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

Purpose of Policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered whilst at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Relationship to other policies

The policy compliments the school's equality policy, educational visits policy and the teaching and learning policy.

Voluntary Contributions

Where the school cannot levy charges and it is not possible to offer 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.

School Trips and Visits

Day Trips: No charge will be levied in respect of day trips that take place during school hours and are part of the curriculum.

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.

Residential Trips – Non-essential: For residential trips which are not essential to the National Curriculum, statutory RS or in preparation for prescribed examinations:

- a. if the amount of school time on the trip is less than half of the total time of the

- trip, a charge will be levied up to the full cost of the trip;
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Examination Entries

A charge may be levied for pupils re-sitting an examination.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

The charge levied above will be the cost of the examination entry, plus any applicable centre administrative fee.

Materials & Textbooks

Where a pupil 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, pupils usually provide their own ingredients, however if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

The school levies 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 pupil. The cost of peripatetic instrumental instruction is explained and agreed via the Head of Music Department. A discount is available to pupils whose families are entitled to free school meals.

Out of School Activities

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. If a pupil is prepared, outside school hours, for an examination that is not set out in regulations, a charge will be levied for tuition and other costs. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

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 will be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher. A charge 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 a lower cost may be set at the decision of the Headteacher.

Lettings

The school may make its facilities available to outside users at a charge of at least 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.

School Minibus Travel

Schools may charge for transport in their minibuses only if they hold a permit issued under Section 19 of the Transport Act 1985. A permit is not required if no charge is made in cash or kind. The Local Authority supplies permits for school minibuses.

Any charges made may be used to recover some or all of the costs of running the vehicle, including loss of value. The service may not make a profit either directly through the fares charged or incidentally as part of a profit making activity, even if any profit would go into the school's other running costs or for charitable purposes. A charge is any payment in cash or kind (for example a club subscription) by or on behalf of a person that gives him/her a right to be carried.

Other charges

The Headteacher, 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 FOI request.

Refunds

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- a. Cancellation of trips or activities due to circumstances beyond the pupil's control
- b. The school deciding that a pupil should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made
- c. Wherever a student, having entered for a public examination against the school's wishes, achieves a grade in that examination
- d. In the event that an examination re-mark requested by a parent or pupil is successful (the reimbursement of fees will be made by the examination board)

In other circumstances, at the discretion of the Headteacher.

Support Fund

Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requests for help from parents on eligible benefits will be considered and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters. Eligible benefits are defined as those required for Free School Meals eligibility.

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- a. Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- b. We have established a system for parents to pay in instalments
- c. When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip