THE CRYPT SCHOOL POLICY ON CHARGING and REMISSIONS

Lead Person: **Finance Director**

Support Persons: **SLT**

Governing Body Committee: **Resources, Staff & Pay**

The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the education programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances – provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of The Crypt School has decided that until further notice its Policy will be as follows.

Charges and voluntary contributions

1. Day Visits: For visits occurring during school time the school will invite a voluntary contribution from parents to meet costs. For visits outside school time, parents will be charged for all allowable costs.*

2. Residential Visits During School Time: The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings. The school will charge for the actual cost of children's board and lodgings.

3. Residential Visits Outside School Time: Parents will be charged for all allowable costs* and board and lodging. They will be asked to make a voluntary contribution towards any other costs incurred

   * Allowable costs include: The pupil's travel and subsistence costs; materials, books, instruments and other equipment; the cost of buildings and accommodation; non-teaching staff; costs of teaching staff where separately engaged under a contract for services for the visit or activity; entrance fees to museums, castles, theatres, etc; insurance costs; costs for staff training associated to enable safe running of the activity; and at the Governors' discretion any other costs incurred as a result of these optional activities.

4. The Government's definition of whether a visit takes place in school time is set out in Department for Education guidance, *Charging for School Activities* (May 2018).

   i) For day (non-residential) visits: If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

   ii) For residential visits: If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

   Example 1

   - Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

   Example 2

   - Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

5. Any visit required because of recognised public examinations, the National Curriculum or the law on Religious Education: The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings. The school will charge for the actual cost of children's board and lodgings.

6. Instrumental Music on an individual basis: A tuition fee is levied for instrumental tuition provided during school hours and a small charge may be made for the hire of the musical instruments used in individual (or small group) tuition. The charge is waived in respect of children whose parents are in receipt of benefits as defined under remissions.

7. Art, and Design and Food Technology: The school will ask for a contribution towards the cost of materials for Art, Design Technology and Food Technology lessons, and will ask pupils to bring in some ingredients.

8. Classroom Materials: No charge will be made for materials or equipment, other than as listed above. Parents are asked to provide personal writing implements, geometrical drawing equipment, a calculator, an atlas and a dictionary. However, for certain practical activities parents may be invited to provide materials on a voluntary basis. Where parents would like to keep the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials. Students upon entry into Year 12 will be asked for a deposit for books, locker key and fob which will be retained either in full or partially if all these items are not returned in good condition at the end of Year 13. Students may be asked to purchase textbooks from an academic department at a price no greater than the cost. At the end of the course the department may (at its sole discretion) agree to purchase from students (at a mutually agreed price) those books that are in a good condition.

9. Clothing: parents are required to provide school uniform, sports wear, and a protective apron for practical work in accordance with the criteria set down by the school from time to time.

10. Breakages: Parents will be required to meet the costs of all breakages, damage and/or loss resulting from a pupil's actions, behaviour or negligence.

11. Examination Fees: please see separate policy (Examinations Policy).

Remissions

In applying the above Policy, the school shall at all times take into account the following principles relating to the remission of charges.

1. Where the trip takes place wholly or mainly during school hours, children whose parents are in receipt of Frees School Meals will be entitled to the remission of these charges

2. A full remission for Free School Meals pupils will also apply where the trip takes place outside school hours but is necessary as part of the National Curriculum, or forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or forms part of the syllabus for religious education.

3. Parents in receipt of Free School Meals will not be charged for the cost of their children's board and lodging on residential visits where they take place during term time.

4. Requests from parents for any other financial assistance in relation to these activities or activities that take place outside of school time must be made to the Headmaster, who will consider them in accordance with the principles set out in this Policy. Should assistance be granted, the funds will be made available from the School Fund.

Voluntary Contributions

Subject to the Policy on remission of fees set out above the school reserves the right to ask parents for voluntary contributions toward the cost of activities set out in this Policy in accordance with the following provisions:

1. Where voluntary contributions are invited from parents for any of these activities, parents may be informed that the trip or activity may not proceed if sufficient funds are not raised in this way.

2. Each year all parents will be invited to contribute to the school fund. Parents may also be invited to make voluntary contributions:

    - towards the cost of prescribed examinations for which pupils have been prepared by the school, and/or

    - towards the school's iPad scheme.

Reviewed: October 2026
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Next review: October 2028