

POLICY ON CHARGING & REMISSION

Distribution: All Staff
Governors

Contents: Rationale
Aims
Guidelines

Date Reviewed & Approved: June 2019
Date of Next Review: May 2020
Policy Owner: School Business Manager

About this Policy

This policy has been compiled in line with DfE guidance and abides by sections 449-462 of the Education Act 1996 which sets out the law for charging school activities.

POLICY ON CHARGING AND REMISSION

Aim

This policy sets out to clarify the position for staff, students and parents on charging and receiving monies.

The charges involved include funds necessary for the enhancement of the school curriculum, (trips, additional classes etc.), remuneration for materials used in the curriculum and financial liability for damage which occurs to school premises and property.

The school seeks to ensure that no students are disadvantaged as regards their opportunities to participate in and benefit from school activities.

In any matter of dispute arising over interpretation, the Governors will be guided by the DfE and the County Council regulations currently in use.

Off-Site Activities

The Governors will support off-site activities which the Headteacher considers to be of good educational value and complementary to the curriculum. If additional funds are required to cover the cost, parents will be invited to make a specific minimum voluntary contribution. If sufficient funds are not forthcoming, the activity will be cancelled.

In the case of an off-site activity connected with an examination course, voluntary contributions will also be requested to meet the cost.

In respect of residential visits, families in receipt of certain benefits may be exempt from paying the board and lodging cost. An up to date list of the eligible benefits is available in the finance office.

Music Tuition

Music tuition is charged termly in advance. There is an option to pay monthly by standing order. Students receiving free school meals will pay half the tuition amount.

Charging in Kind

The school may charge for, or require the supply of ingredients and materials if parents have indicated in advance a wish to own the finished product.

Charges for books and equipment

The school may charge for materials, books, instruments, or equipment, where the student's parents wish them to own them. A small charge may be made for lost or damaged exercise books.

Trips made in school holidays or out of hours

In circumstances where an approved tour company is used, the agreement and charges will be between parents and the tour company.

Uniform Support

Some funding is available through the school's non public funds for replacing items of uniform, including shoes and coats. Payments will be discretionary based on individual circumstances and authorised only by Pastoral staff or the Headteacher.

Examination Entries

There will be no charge for prescribed public examination entries except where a pupil without good reason, fails to complete the course requirements and/or to take the examination.

Damages or Breakages

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc. will render the parent liable for the cost of repair or replacement or a contribution towards this.

Lockers

Pupil lockers can be rented for five years which must be paid in full upon joining the school. If a student leaves the school a refund will be given for each full year not completed.

Replacement keys can be purchased.

School Bus

School bus places are allocated according to the criteria detailed on the school website. There is a minimum commitment of 1 term. Payments may be made by month, half-term or whole term in advance.

Late bus tickets may be purchased on the day of travel for those without a regular bus pass.

If the regular bus pass is lost or damaged a replacement can be purchased.

Lettings / Hire of Facilities

There is a separate scale of charges for the hire of school facilities agreed on an annual basis.

Ad-Hoc Charges

The Headteacher may decide to make a small charge (up to the cost of providing the service) for miscellaneous items e.g. photocopying.

Prices for the current academic year are available on the school website and as an appendix to this policy.

The Headteacher may remit in full or part charges for individual students, depending upon individual circumstances.

Review of Policy

This policy will be reviewed annually.

APPENDIX TO SCHOOL CHARGING AND REMISSION POLICY

PRICE LIST VALID UNTIL JULY 2019

Music Tuition

The termly charge is £80 payable in advance by cash, cheque or online.
There is the option of setting up a standing order for 12 months x £18.50.
Free school meal students pay £40 per term or standing order of £9.25 per month.

Lockers

5 year rental is £20
Refunds are given at £4 per full year.
Replacement key is £5

School Bus

Both way journeys will be charged at £150 per term (£2.36 per day)
Morning or afternoon only journeys will be charged at £105 a term (£1.66 per day)
1 term's commitment is required and can be paid monthly, half-termly or termly in advance.

Late bus cost is £1.50
Replacement bus pass is £5

APPENDIX TO SCHOOL CHARGING AND REMISSION POLICY

PRICE LIST VALID SEP 2019 – JULY 2020

Music Tuition

The termly charge is £90 payable in advance by cash, cheque or online.
There is the option of setting up a standing order for 12 months' x £21
Free school meal students pay £45 per term or standing order of £10.50 per month.

Lockers

5-year rental is £20
Refunds are given at £4 per full year.
Replacement key is £5

School Bus

Both way journeys will be charged at £160 per term (£2.52 per day)
Morning or afternoon only journeys will be charged at £115 a term (£1.81 per day)
1 term's commitment is required and can be paid monthly, half-termly or termly in advance.

Late bus cost is £2.00
Replacement bus pass is £5