# Whittington Green School

Dream Reach Achieve

# Charges and Remissions Policy

| **Policy Details** | **Date** |
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| Policy last updated | December 2019 |
| Policy reviewed by governors | November 2021 |
| Review cycle | 2 yearly |
| Policy review date | Autumn 2023 |

## Aims

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## Context

Under the provision of the Education and Reform Act 1988 no charge may be levied for education provided in school time. Activities, which take place outside school time, may be charged to parents. This charging and remissions policy applies therefore to any activity which takes place in school time as defined by the Act and the guidance contained in Circular 2/89.

### Introduction

Whittington Green School recognise the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential visits and experiences of other environments can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

The Governing Body will review this policy yearly.

**1 No charges will be made for the following**:

(a) Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

(b) Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public exam that the student is being prepared for at the school, or part of the school's basic curriculum for religious education

(c) Tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public exam that the student is being prepared for at the school

(d) Entry for a prescribed public examination, if the student has been prepared for it at the school[1]

(e) Examination re-sits(s) if the student is being prepared for the re-sit(s) at the school

[1] **If a student fails, without good reason acceptable to the school, to meet the requirements of the exam board eg failure to complete examination or coursework and/or to sit the final examination, a charge can be made.**

(f) Education provided on any trip that takes place outside of school hours if it meets the following criteria:

- It is part of the National Curriculum
- Part of a syllabus for a prescribed public examination that the student is being prepared for at the school
- Part of the school's basic curriculum for religious beliefs

(g) Transport provided in connection with an educational trip.

**2 Activities for which charges may be made**:

(a) **Activities Outside School Hours**

Non-residential activities (other than those listed in Section 1(b) which take place outside of school hours but only if the majority of the time spent on that activity takes place outside of school hours

(b) **Residential Activities**

Board and lodging costs for compulsory residential courses in school time which are not organised on the basis of all students making a voluntary contribution. Students whose parents are in receipt of certain benefits as listed in the remissions policy may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than those listed in Section 1(f).

Additional Considerations:

The Governing Body recognise its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. The school will try to adhere to the following guidelines:

- We have established a system for parents to pay in instalments.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against students from families on lower incomes and we will avoid that method of selection.
- We will inform students of trips as early as possible and their approximate cost so parents can budget and plan ahead.

(c) **Music Tuition**

Tuition in some musical instruments may be available during and after school hours. The school reserves the right to charge for this tuition if it does not meet the criteria set out in Section 1c. The level of charges and size of groups will be dependent on the type of tuition offered.

(d) **Public Examinations**

The Headteacher at the school has responsibility to decided whether students are entered into particular examinations.

If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested. This will be refunded if the student sits the exam.

If a student does not supply the school with a medical certificate explaining why they have failed to attend a public examination for which the school has paid an entry fee, the school may seek to recover this cost from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries that are not part of the school's programme of study or for a module or whole exam to be re-sat.

(e) **Ingredients/materials for Practical Subjects**

Parents are encouraged to provide ingredients/materials for practical subjects. However, the school will ensure that no students are disadvantaged because of parents' inability or reluctance to pay.

The school may charge for, or require, the supply of ingredients and materials if parents have indicated a wish to own the finished product. Until payment is received all items remain the property of Whittington Green School.

(f) **Lost Equipment**

Parents of students who lose an item of school equipment or materials or books that they have been provided by the school will be liable for the costs of replacement.

(g) **Damage to School Property**

Parents should be aware that the school may seek to recover part or the whole cost of damage to school buildings or equipment as a result of negligence or vandalism by a student.

(h) **School Buses**

Students who wish to catch the school bus will be charged £30.00 per school term (Autumn, Spring, Summer) this is for both journey's to and from school.

**3 Remissions**

Parents of a student who are in receipt of the support payments listed below may request to have the full cost of board and lodging for any residential activity that is organised and takes place in school time remitted by the school at the discretion of the Headteacher and subject to funds being

available. In addition to this, these students will also be entitled to a free school lunch.

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the current Government threshold.
- Guaranteed State Pension Credit.

Students whose parent(s) are currently serving in HM Armed Forces may have discretionary assistance provided.

## 4 Voluntary Contributions

The school may ask parents for a voluntary contribution towards the cost of:

- Any activity that takes place during or outside of school hours
- School equipment
- School funds generally.

It will be made clear to parents that such contributions are genuinely voluntary and that students will not be discriminated against according to whether their parents are unable or unwilling to contribute.

The school will make it clear to parents if an activity cannot be funded without voluntary contributions. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

## 5 Staff Photocopying

Personal photocopying will be charged at the following prices:

Black and White A4 – 1p per copy

Black and White A3 – 3p per copy

Colour A4 – 5p per copy

Colour A3 – 8p per copy

All monies payable to Reception.