



Charging and Remissions Policy

Adopted:	March 2016
Review Date:	Spring 2017
Responsible for Review:	Business Manager
Committee for Review:	Finance
Frequency of Review:	1 Year
Statutory:	No

Additional Activities organised for Students Charges and Remissions

1. INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards students' personal and social education.

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

2. CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

2.1 School Journeys in School Hours

The board and lodging element of the following residential activities deemed to take place within school hours:

e.g. trips abroad; residential visits

2.2 Pupil Transport

Parents/Carers will be asked to contribute towards the cost of out of catchment student transport where the SCC Transport Service is not used. These charges will not be subject to the usual remissions policy, although out of catchment transport costs are the responsibility of the parents, although for Post 16 students the Bursary Fund may be applied to for assistance.

2.3 Activities Outside School Hours

e.g. residential visits/ theatre visits/other educational visits mainly in evenings, at weekends, in school holidays.

2.4 Instrumental Music Tuition

See Music Tuition policy.



2.5 Materials, Instruments etc

The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents).

The Governing Body may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

2.6 Examinations

Where a student has not been prepared for a public examination by the school or where the school has provided no further preparation for a re-sit, the Governing Body will make a charge for the cost of entering the student for the examination if previously agreed by the parents. If a student fails without good reason to complete the examination requirements for a public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Body will make a charge of the full cost.

Any requests for confirmation of exam results from more than one year previously will be subject to a charge (currently £10).

See Examinations policy.

2.7 UCAS Application Fees

The school may collect UCAS fees from students and simply pass on these payments to UCAS. No profit will be made by the school and the school will not subsidise the payments.

2.8 Community Users

The school may arrange to let its premises and facilities to members of the local community, other organisations with the LA, businesses, charities and sports clubs. See Lettings Policy.

2.9 General

The cost of repairing and replacing equipment and books (lost, defaced or damaged) remains the responsibility of the parents/carers when this damage or loss is the result of their child's behaviour or negligence.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.



Nothing in the policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for students.

3. REMISSIONS

Where the parents of a pupil are in receipt of:

- Income Support; or
- Income-based Jobseekers Allowance; or
- Child Tax Credit, with no Working Tax Credit, at an annual income not exceeding the first threshold
- Supported by the national Asylum Support Service (NASS)

The Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

Pupil Premium

Where the school is in receipt of Pupil Premium funding for an individual student, assistance may be provided in connection with trips and visits, equipment, exam re-sit fees and other costs under the discretion of the member of the Leadership Team responsible for the Pupil Premium budget, where the expense is deemed to benefit the student's academic achievement.

Bursary

Where the student applies successfully to the Vi Form Management for funds from the Discretionary Bursary payment, full details will be kept of the application and receipts or invoices. Payment will be made to either the student or parent/guardian to off-set financial barriers to participation in education such as transport costs or the costs of equipment in connection with the courses studied. The Vulnerable Bursary will be paid to relevant students in line with government requirements.

In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with Chairman of Governors etc.