

CHENDERIT SCHOOL CHARGING AND REMISSIONS POLICY

REVIEWED BY GOVERNING BODY MARCH 2016
ADOPTED BY GOVERNING BODY MARCH 2016

INTRODUCTION:

Chenderit School Charging and Remissions Policy has been compiled in line with the DFE's Charging for School Activities guidance (October 2014) and in accordance with Sections 449-462 of the Education Act, 1996.

The Policy endeavours to cover the main principles which apply but further information is available from the school, if required.

RATIONALE:

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. In general, the school policy will remain that all the activities which have been part of the school for a number of years should be maintained. In the past we have been able to rely on the support and participation of parents in ensuring that their children get all the dimensions of a full education. In most circumstances all the activities are related directly to curriculum policy in the school as it relates to the various curriculum areas.

Due to the limited funds in the delegated budget, the Governing Body is likely to make a charge in the following circumstances for activities organised by the school.

SECTION 1 SCHOOL ACTIVITIES, TRIPS AND VISITS

1.1 During Normal School Hours

Activities and visits which occur during school hours will, **where possible**, be provided free of charge. However, the Governors may ask parents to make a voluntary contribution towards the cost of the activity. If there are insufficient voluntary contributions to cover the cost of the trip it may be cancelled.

1.2 Residential Trips – Essential

For residential trips that are essential to the school curriculum, the cost of the board and lodgings will be requested from parents. Arrangements exist for assistance for families on low income (please see Section 8 Remissions). These trips will, where possible, be supported by the school budget for a proportion of the cost.

1.3 Residential Trips – Non-essential

All non-essential trips organised by the school i.e. ski-trips, theme park visits etc. are populated on a voluntary basis and parents are therefore charged an equal proportion of the cost to cover the full cost of the trip. This will include the cost of the essential staff required to be present in order for the trip to go ahead.

1.4 Deposits and payments

All deposits will be deemed non-refundable and are given as a firm commitment to the student participating in the activity / trip.

Where payments have been made to a third party on behalf of a student, a refund of this portion of the payment will no longer be possible should the student withdraw unless it is for medical / compassionate grounds or covered by any insurance policy.

SECTION 2 INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)

2.1 Curriculum activities

The Governing Body reserves the right to charge for ingredients, materials or equipment or require them to be provided, if the parents have indicated in advance that they wish to own the 'finished product'.

This is directly relevant for the cost of materials/ingredients for the following subjects:

Food Technology, Art, Design Technology or other similar subjects.

2.2 Sale of Products

The school may wish to sell any products mentioned in 2.1 if they are not paid for or retained by the student.

SECTION 3 EXAMINATION FEES

3.1 Exam Fees

A charge will be levied for the cost of entering a student for an examination where the student has not submitted the necessary completed coursework, fails to attend or sit the examination or whose parents wish them to sit the exam against the advice of the school.

3.2 Re-sits

A charge may be made for all students re-sitting an examination unless this is necessitated by an error on the part of the school or exam board.

SECTION 4 INDIVIDUAL INSTRUMENTAL MUSIC TUITION

4.1 Music Fees

The school uses an outside agency to provide individual / group instrumental music tuition. The agency fee, plus a small admin fee is charged to the parents - currently at £69.00 with effect from 1st April 2015 per term.(Reviewed annually) with payment required in advance.

The fees must be paid in full by parents in accordance with invoices issued and the terms of accompanying documentation. The school is required to make a commitment termly, in advance, to the Music School for the provision of teachers by them and hence the fee is payable regardless of whether or not the students completes the full terms lessons.

4.2 Music Fee Remission

Parents deemed as being on low income may seek to obtain the school's agreement to pay by instalment and consideration will be given to covering the cost of lessons for those pupils who meet the Free School Meal criteria. (See later section)

SECTION 5 BROKEN EQUIPMENT (REPLACEMENT)

5.1 Contributions

The Governors will allow the school to ask students and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the part of the student.

SECTION 6 LETTINGS

6.1 External Users

The school will make its facilities available to the community and external users at a charge consistent with the Lettings Charges and Discount policy agreed annually by the Governors. The charge must at least cover the cost of providing the facilities and caretakers costs.

SECTION 7 OTHER CHARGES

7.1 Miscellaneous

The Headteacher or Governors may levy charges for miscellaneous services up to the value of providing such services e.g. for providing a copy of an OFSTED report.

SECTION 8 REMISSIONS

8.1 School trips and activities

The Governing Body give discretion to the Headteacher and Finance Manager to remit in full or part charges in respect of a pupil where circumstances are considered reasonable. The School will use the Free School Meal Eligibility criteria to assist when making their decision. In such circumstances the School may utilise, if required, the Bursary kindly provided by the CSA to assist.

Free School Meal eligibility

The County Council are keen to receive any applications from parents who feel they are on a low income and may meet the FSM criteria as operated by the Local Authority as detailed below:

those in receipt of:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- the guarantee element of State Pension Credit
- an income related employment and support allowance
- Universal Credit
- Support under Part VI of the Immigaation and Asylum Act 1999

8.2 School Uniform

No formal scheme exists for help with the provision of School Uniform but the school may be able to provide nearly new or second hand uniform in cases of extreme need.

Compiled by: Finance Manager	Date: January 2015
Approved by: Strategic Resources Committee Governors	Reviewed