



Great Torrington School

CHARGING AND REMISSION POLICY

With effect from 1 September 2014

Approving Committee: **Finance**
Approval date: **1st December 2014**
Reference to the item within the relevant Committee minutes: **2014-15/FIN/21**
Staff Sponsor: **CW**
Date of the next review of the Policy Document: **Autumn 1, 2016**
Placed on T Drive: December 2014
Placed on website: December 2014

CHARGING AND REMISSION POLICY

1. INTRODUCTION

1. This policy has been informed by the DfE guidance and complements the Academy Finance policy.
2. 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. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However due to the limited funds in the delegated budgets the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will review the policy annually and may amend the categories of activity for which a charge may be made.

2. CHARGING FOR VISITS

1. **All Visits.** The group leader should always ensure that parents are notified as early as possible as to:
 - a. the total cost of the visit;
 - b. how much of the cost will be financed by the school;
 - c. how much each parent will need to pay or be asked to contribute towards the cost of the visit;
 - d. how much spending/pocket money pupils will reasonably need (especially important for trips that involve a residential element);
 - e. use of any surplus funds, i.e. will they be returned to parents or retained for future visits?
2. Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc. When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can not or will not. Support for cases of hardship will come through voluntary contributions or fundraising. Full payment for all visits must be made before the visit/trip takes place.
3. If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made.
4. **During Normal School Hours.** The school day is defined as 8.55am – 3.10pm. The midday break does not form part of the school day. During

the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between school and the activity. There will not be a charge for any activity that is an essential part of the syllabus for an approved examination unless:

- a. the examination is on the set list, but the pupil was not prepared for it at this school
 - b. the examination is not on the set list but we arrange for the pupil to take it
 - c. a pupil fails without good reason to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee
5. Voluntary contributions may be sought for activities during the school day, which entail additional costs, for example field trips. In reality the value of the requested contributions equates to the total cost of the visit and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled - parents must be notified of this contingency. Pupils whose parents/guardians do not contribute cannot be discriminated against.
6. The Governing Body may offer to remit the full cost of full-board and lodging for any residential activity that:
- a. takes place during school hours or;
 - b. is not an optional extra (see following section for definition).
7. The decision to offer to remit board and lodging costs, as above, is subject to the parents of a pupil being in receipt of eligible benefits.
8. **Outside of Normal School Hours/Optional Extras.** The School will charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. For example it:
- a. falls wholly or mainly outside school hours, i.e. a skiing holiday during the school holidays is an optional extra.
 - b. does not form part of the National Curriculum or the statutory requirements for religious education;
 - c. is not part of a syllabus towards a Prescribed Public Examination
9. The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail must always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge.

3. TRANSPORT IN THE SCHOOL MINIBUS

1. Pupils of the school, school staff members and parents may be charged for travel in the minibus. Charges made will cover the costs incurred, including depreciation; the service should not make a profit for the school.

4. COACH TRANSPORT TO SPORTS MATCHES

1. Pupils of the school, school staff members and parents may be required to make a contribution for travel to Sports Matches. Charges made may be required to cover the costs incurred by the Coach Operator; the costs will not make a profit for the school.

5. INDIVIDUAL INSTRUMENTAL TUITION

1. The school will charge the cost to the pupil for providing any instrumental tuition not part of normal peripatetic provision. In cases of hardship Governors will consider, at their absolute discretion, the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition. Remission of fees will only apply to parents who are in receipt of eligible benefits.

6. INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)

1. The Governing Body reserves the right to charge for ingredients, materials or equipment or require them to be provided by parents, 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: CDT, Science, Food Tech, and Art/Craft.
2. It is agreed that pupils can pay for extra enrichment resources on the understanding that lessons in normal curriculum time should not rely on pupils possessing these resources, unless they are made available to pupils without them e.g. a copy in the library/spare copies.

7. BROKEN EQUIPMENT/DAMAGE TO PROPERTY

1. The Governors will allow all departments to ask pupils and/or their parents to contribute towards the cost of repairing or replacing an item when damaged or broken as a direct result of misconduct by the pupil. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

8. REMISSIONS

1. The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chairman of Governors.
2. School Uniform*. The Governing Body may remit 50% of the cost of providing School Uniform (not including Optional Uniform items) in the case of family hardship. Authorisations for such remissions will be made by the Headteacher in consultation with the Chair of Governors. Remission of School Uniform costs will only apply to parents in receipt of eligible benefits.

9. ELIGIBLE BENEFITS

1. Income Support;
2. Income-Based Jobseekers' Allowance;
3. Income related Employment and Support Allowance;
4. Support under part VI of the Immigration and Asylum Act 1999;
5. The guaranteed element of the State pension Credit;
6. Child Tax Credit, provided that the parents are not entitled to Working Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16190;
7. Working Tax Credit "run-on" – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit;
8. During the initial roll out of the benefit, Universal Credit.