



## Charging and Remission Policy

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## 1. Introduction

### Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### Main ECM outcome: Enjoy and achieve

### What was consulted?

The policy has been informed by 'A Guide to the Law for School Governors' and the DCSF guidance 'Planning and Funding Extended Schools' and 'Charging for School Activities' (January 2009).

### Relationship to other school policies

The policy complements the School Visits Policy.

## 2. Items for which no charge will be made

No charges will be made for the following:

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



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- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Tuition for pupils learning to play musical instrument (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school \*;
- Examination re-sit(s)\* if the pupil is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport provided in connection with an educational trip.

\* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

### 3. Trips and Visits

For the purposes of this charging and remission policy, trips and visits need to be dealt with under separate categories depending on whether the activity is wholly or mainly during normal school hours, or an optional extra outside of normal school hours.

#### 3.1. Day Trips during Normal School Hours

Day visits which take place wholly or mainly in school hours must be provided free of charge. However, parents will be asked to make a voluntary contribution towards the cost of the trip. If insufficient voluntary contributions are forthcoming the visit may have to be cancelled - parents will be notified of this contingency. Pupils whose parents/guardians do not contribute will not be discriminated against.



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### **3.2. Residential Trips wholly or mainly within school hours**

The Governing Body is entitled to charge for the full cost of board and lodging for residential visits which fall within school hours and can request a voluntary contribution towards the other costs of the trip. In practice, given the difficulties involved in identifying these separate, we will ask parents to make a voluntary contribution equal to the full cost of the residential trip.

### **3.3. Day Trips and Residential Visits Outside Of Normal School Hours**

The School will charge parents for the full cost, including board and lodging, when a trip or visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours, i.e. a skiing holiday during the school holidays is an optional extra.
- does not form part of the National Curriculum or the statutory requirements for religious education;
- is not part of a syllabus towards a prescribed public examination.

The parents' agreement to meet the costs of a visit categorised as an optional extra will always be obtained in writing before that visit is planned in detail.

### **3.4. Trips and Visits Surplus Balances**

If a surplus balance exists after all trip expenses have been accounted for, this will be offered to parents provided it is above the minimum threshold of £5 per pupil on day trips and £10 per pupil on residential trips. Any surplus remaining after this will be treated as a contribution to school funds.

## **4. Instrumental Tuition**

Charges will be made for individual and shared instrumental tuition unless it is in preparation for a prescribed public examination (i.e. GCSE or AS/A2). Further details regarding the current charges for music lessons can be obtained from the music department.

## **5. Exam Fees**

The Governing Body reserves the right to charge for the cost of exam re-sits where no further preparation has been provided by the school. Charges will also be made for non-attendance at exams where the school has paid the entry and no medical certificate is received. For further details see the school's examination policy.

## **6. Ingredients/Materials/Equipment**

The Governing Body reserves the right to charge for ingredients, materials or equipment if parents have indicated in advance that they wish to own the



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'finished product'. This is directly relevant for practical subjects such as Design and Technology, Photography and Art.

### **7. Broken Equipment and Lost/Damaged Texts**

The Governing Body allows all departments to charge pupils and/or their parents a contribution towards the cost of replacement items where these have been damaged or broken as a direct result of misconduct on the pupil's part. A charge will also be made for texts where the pupil wishes to own the text.

### **8. Locker Keys**

The School will make a one-off nominal charge when a pupil starts school for the use of a locker. Any lost locker keys will incur a small charge for their replacement.

### **9. Voluntary contributions**

The School may ask parents for voluntary contributions towards the cost of:

- Any activity or trip which takes place during school hours, including non-curriculum activities;
- School equipment;
- School funds generally.

The pupils of parents or guardians who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make an activity possible it may be cancelled.

### **10. Additional Considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible, we shall publish a list of all known day trips and residential visits planned for that year; this will include an estimate of the cost for each activity enabling parents to plan their financial commitments;
- We have a system in place for parents to pay in instalments;
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.



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### 11. Remission

For parents / guardians in receipt of:

- Income Support;
- Income-Based Jobseekers' Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the sum given in the Revenue and Customs rules);
- Guaranteed element of State Pension Credit;

Remission will be provided for:

- Music tuition fees in line with Hertfordshire Music Service remission of music fees policy;
- Board and lodging costs for those residential trips wholly or mainly within school hours. (In practice we will ask parents to make a contribution of 50% towards the total cost of these trips.)