



Charging & Remissions Policy

September 2018

Contents

Introduction

Music Tuition

Trips & Visits

Equipment & Materials

Transport

Optional Extras

Examination Fees

Remittances

Voluntary Contributions

Appendix

INTRODUCTION

- 1 In drawing up this charging and remissions policy the Local Governing Body have taken full account of the relevant sections of the 1996 Education Act (as bound to do so in accordance with the terms of the Academy's funding agreement with the Secretary of State) and the Department for Education's guidance *Charging for School Activities (October 2014)*.

MUSIC TUITION

- 2 In accordance with the Charges for Music Tuition (England) Regulations 2007, Act the Local Governing Body have approved charges for instrumental music tuition provided by peripatetic staff. The precise fee will be decided as part of the annual budget setting process. Looked after children and students with an entitlement to free school meals are exempt from these music tuition fees.

TRIPS AND VISITS

- 3 The Local Governing Body will subsidise the cost of GCE 'A' level course expenses (e.g. field studies). The precise level of subsidy will be decided as part of the annual budget setting process.
- 4 Where a residential visit is deemed to take place during school hours (see appendix 1) and where the activity is not required either (a) as part of the syllabus of a prescribed public examination or (b) to fulfil statutory duties relating to the National Curriculum or religious education: - charges will be made for board and lodging only, though voluntary contributions may be required and requested for other costs incurred in the course of the visit. Such visits may be cancelled where insufficient voluntary contributions are forthcoming.

In the case of residential visits taking place during school hours, charges for board and lodging will be remitted for pupils whose parents are in receipt of Income Support, Family Credit, income-based Job Seeker's Allowance and the Child Tax Credit.

- 5 Charges will be made for visits, trips etc. taking place outside school hours (see appendix 1) except where such day or residential visits or activities taking place outside school hours (see appendix 1) are required either:
 - a) As part of the syllabus of a prescribed public examination. Or
 - b) To fulfil statutory duties relating to the national curriculum or religious education.

6 No charges will be made for educational, non-residential activities, visits etc., taking place during school hours (see appendix 1), and this will include any materials, books, instruments or other equipment (excluding clothing) provided in connection with the activity.

7 However, there will continue to be a range of activities which, while a part of the school's total curriculum, are optional by nature, and incur a charge made by an outside body, e.g. recreation or sports centre. In such cases, voluntary contributions will be required and, where insufficient contributions are forthcoming, activities may be cancelled.

Voluntary contributions may be required to cover the cost of transport by the school's minibuses to such activities.

No individual student will be excluded from such an activity on the grounds that their parents are unwilling or unable to pay a voluntary contribution.

EQUIPMENT AND MATERIALS

8 No charges will be made for materials or ingredients to be used in practical lessons, except where parents wish their children to bring home the finished product, for ownership or consumption. Parents will be asked to indicate in advance their wishes in this respect.

9 No charges will be made for books or equipment required for the covering of the curriculum. However, loss or damage resulting from a pupil's misconduct or negligence will incur a charge for replacement.

TRANSPORT

10 Transport: No charges will be made for transport, e.g. by school minibus, to activities during the school day. These will be mostly local trips to sports and recreation centers. However, for longer distance trips (e.g. regattas, camps, etc.) voluntary contributions will be needed for the upkeep and fuel costs of the minibuses.

Charges will be made for transport to out-of-school-time visits which can be counted as optional extras.

OPTIONAL EXTRAS

11 The Local Governing Body considers that the following activities are optional extras for which the Governing Body reserves the right to make a charge:

- A ski trips
- B theatre visits
- C workshops
- D retreats
- E residential work at Outdoor or Environmental Education centres

- F Duke of Edinburgh award
- G visits abroad
- H extra-curricular sports activities and trips
- I instrumental Music Tuition (see above, point 2)
- J board and lodging for a residential visit
- K examination entry fees where the student has not been prepared for the examination by the Academy.

This list is not exhaustive and parents should note that charges may be made for any education provided outside of school hours that is not:

- part of the national curriculum
- part of a syllabus for a prescribed exam that the Academy is preparing the student for; or
- part of religious education.

Charges will be made for different reasons: for example, in some cases cultural visits are made entirely outside school hours; foreign exchange visits take place mainly during school holidays but incur travel and residential expenses; school camps and retreats involve principally board and 'lodging' charges; ski trips and similar ventures are wholly outside school hours. In addition to, or instead of, a charge made for an optional extra, in some cases, voluntary contributions will be requested to cover some part of the venture, for example, transport, or 'extras' on offer during a residential experience. In such cases, in accordance with paragraph 15 of this policy, if the activity cannot be funded without such voluntary contributions, the Academy will make this clear to parents at the outset and student participation in an activity will not be dependent upon their family's ability to make a voluntary contribution.

EXAMINATION FEES

- 12 No charges will be made for the initial entry of students for any prescribed (i.e. by the Secretary of State) public examination for which students have been prepared by the school.

Where the Local Governing Body agrees to enter a student for a prescribed public examination for which the student has not been prepared by the school, the cost of the examination entry will be passed on to the student or the student's parents.

If an examination is not on the prescribed list, a charge may be made for the entry fee.

If a student fails without good reason to complete the requirements for a public examination for which the Local Governing Body has paid, or is liable to pay, fees, then the fee may be recovered from the parent.

REMITTANCES

13 Any subsidy provided by the Local Governing Body will apply across the board and will be met from funds at the disposal of the Governors. Where the parents of a student are in receipt of Income Support, Family Credit, income-based Job Seeker's Allowance or the Child Tax Credit, the Local Governing Body will remit in full the cost of board and lodging for any residential activity the school organises for the student if the activity:

- (i) takes place wholly or mainly within school hours (see appendix 1), OR
- (ii) Forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

VOLUNTARY CONTRIBUTIONS

14 The Local Governing Body is entitled to invite parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contribution sought will be entirely voluntary, and students will not be treated differently according to whether or not their parents make a contribution in response to any such invitation.

The Local Governing Body of St Edmund Campion School reserves the right to review and amend this policy statement, as appropriate.

Appendix 1:

SCHOOL HOURS

| | | | | |
|-----------|---|----------|---|----------|
| Morning | - | 08.40 am | - | 12.15 pm |
| Afternoon | - | 13.05 pm | - | 15.05 pm |

Implemented on:

Reviewed on: September 2018

Approved by Full Governing Body: September 2018

Next review date: September 2019