

CHARGING AND REMISSIONS POLICY

DATE OF POLICY: January 2018

Annual Policy

Person Responsible:	Mrs S Smith
Reviewed by SLT:	January 2018
Approved by Resources:	24 January 2018
Ratified by Full Governing Body:	2 May 2018
Previously Ratified by Full Governing Body:	22 May 2017
	15 June 2016



Tupton Hall School

Aspire • Learn • Achieve

CHARGING AND REMISSIONS POLICY

‘This policy was reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.’

Charging and Remissions Policy

for School Activities authorised by the Governing Body

1 General Principles

- ◆ The Education Reform Act 1988 requires Governing Bodies to determine and publish their policy on charging for school activities. This policy is in accordance with this requirement.
- ◆ The School Governing Body is committed to the general principle of free education. In determining the charging and remissions policy the Governors have been mindful of the LA's policy.
 - ◆ The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs can make towards all aspects of students' education. The Governing Body would therefore wish to promote and provide, as far as possible, such activities as part of a broad and balanced curriculum for the benefit of students of the school.

2 Charges

The Governing Body reserves the right to make a charge to cover the full cost for the following activities which may from time to time be organised by the school.

- ◆ **Board and lodging on residential visits** held at any time, except for families receiving Income Support or Jobseekers' Allowance
- ◆ **Activities which take place wholly or mainly outside school hours.** (If the activity is part of the National Curriculum, statutory religious education or in preparation for a recognised public examination undertaken by the school, charges **cannot** be made).

School trips that reflect broad curriculum objectives will be eligible for financial support towards the cost of transporting students.

When a private contract hire coach is required, a flat rate subsidy of £400 will be made available. Students that are economically disadvantaged will be prioritised for additional financial support towards the cost of such trips.

This support will be sourced from the extended services and student premium school allocations.

Where additional funding is sought, leaders must be able to justify requests for this funding by targeting economically disadvantaged students to attend the trip / visit.

All other costs associated with such trips should be sourced directly from students and their families.

- ◆ **Individual tuition in the playing of musical instruments.** (Charges will **not** be made for music tuition in preparation for a recognised public examination undertaken by the school).

Charges will be made for instrument tuition where teaching is given to individual students or groups of up to four. The current practice is for parents to contact directly with the Music tutor

Examination fees

No charge will be made for examination entries agreed by both the school and parents.

Parents will be charged:

- i) for entries requested by parents against the School's recommendations.
- ii) when a student fails without good reason to complete the examination requirements for any public examination followed by the School and for which the School has paid an entry fee. A student should be deemed to have failed to complete the examination if he or she fails:
 - * to complete the coursework requirements without good reason,
 - and/or
 - * take one or more oral, practical or written examinations without
 - * good reason.
- iii) The cost of entering a student for a public examination not undertaken at the School.
- iv) Re-marks of any examination paper. Enquiries about results may be requested by the centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. If these are requested by candidates then they are expected to pay the full amount for this when the request is made. This will be held securely until the result is received and either returned to the candidate if the outcome is successful or passed to the Finance Officer for payment, if not. An administration charge of £5 will be deducted for any successful outcome.

- v) Students following AS and /or A level courses: After the initial entry costs, subsequent entries should be paid for by the candidate.
- vi) Late entry or amendment fees will be paid for by Faculties unless these are at the student's request, in which case the student is liable for these fees. Faculties will be charged for late entries and/or tier changes after awarding body deadlines.

Access to Scripts

Should candidates make a request for access to scripts, they are expected to pay the full amount when the request is made.

RE-sits

No charge will be made for examination entries except:-

- a) Where the School has not prepared students for the examination in the year for which the entry is made.
- b) Where a student fails, for no good reason, to complete the requirements of the examination or to attend it.
- c) In respect of the VI Form the situation is determined by the Policy for Post-16 Students, which is:-

Students will be charged the entry fee **for all resit examinations (GCSE, A, AS, Modules)** except:

The **first resit of GCSE Mathematics and English, (in the Sixth Form)** provided they:

- Attend a minimum of 80% of lessons – unless the absence is legitimate
- Complete the required coursework
- Sit the examination

A late entry fee will be charged for any re-sit application that is submitted after the stated school deadline. The full cost payable if the entry is made after the deadline set by the examination board.

Students whose parents are in receipt of income support or income based job seekers allowance, equivalent benefits or on low income may apply for a Bursary to assist with the payment associated with the Sixth form.

No charge will be made in respect of books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for public examinations or courses taught at the school, except where parents have indicated in advance, their wish to purchase the product.

Books/Equipment/Consumables

Textbooks are provided free of charge at KS3/4. In some circumstances parents will be asked to make a voluntary contribution, on the understanding that the School will buy back the book at the end of the course of study (provided the book remains in good condition).

Revision guides are a supplement to the curriculum and will be charged for at the cost price.

Student planner – a planner is given to every student free of charge in September annually. Any student requiring an additional copy will be charged £3.50.

Materials and ingredients

Parents are expected to pay the full cost of materials and ingredients used by students in practical subjects where parents have indicated that they wish to own the finished product. (Families receiving Income Support or Jobseekers Allowance are subsidised by the School).

Alternatively, parents may be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

Reprographics

The School is able to provide a printing service to staff, students and the community, but will be at levels which will provide the school with a small profit, whilst giving a competitive service.

The current charges are;

Black & white copy:	5p
Colour copy	8p

◆ Lost Equipment

Parents will be expected to replace or purchase lost items of school property e.g. text books, library books.

◆ Breakages and damages

Parents will be charged for wilful or negligent damage to school buildings, furniture or property by their child.

◆ Transport

Parents may be charged with the cost of transport **where the student travels directly to and from lessons** for an activity structured, but not provided by, the LA (e.g. Work Experience) unless the Parents are in receipt of Income Support or Jobseekers Allowance.

◆ **Voluntary Contributions**

None of the above precludes the school from asking parents for a voluntary contribution towards the funding of a particular activity in or out of School time for which compulsory charges cannot be made but which can only be provided if there is sufficient voluntary funding to cover the cost. However, no student would be excluded from such activities by reason of inability or unwillingness to make a voluntary contribution.

◆ **Extra Curriculum Activity**

For any extra curriculum activity where this is felt to be appropriate.

◆ **Equipment on loan from Tupton Hall School**

Where students have requested the loan of equipment from school, parents will be required to complete the form below. A discretionary payment may have to be made in case of loss where it is felt to be appropriate.

3 **Remissions**

In summary, from section 2 above, remission of charges is available for children of families in receipt of Income Support or Jobseekers Allowance for

- ◆ Charges made for the board and lodgings aspects of a residential activity.
- ◆ Charges made for the ingredients or materials used in practical subjects, if parents have indicated that they wish to own the finished products.
- ◆ Charges made to cover the cost of transport sanctioned but not provided by the LA where the student **travels directly from home**. The governors may also consider other cases of particular hardship.

4 To delegate to the Chair of Governors and Headteacher the determination of any individual case arising from the implementation of this policy and the use of the School budget.

5 The policy will be subject to review and modification by the Governors at any time in the light of changing circumstances.

Insurance

Equipment on loan from Tupton Hall School

The following items have been loaned to
on the understanding that should they be damaged or stolen while in their possession the above-named person/organisation will be responsible for a discretionary payment decided by the Headteacher dependant on the nature of the incident/loss.

Please note no loaned equipment must be left in cars as Derbyshire County Council's insurance policy has no cover for this point – this includes staff laptops.

Item	Serial No.

Parent/Guardian's Signature **Date**
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