



North Leamington
School

Charging and
Remissions Policy

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Link to Core Purpose

Commitment to ensure that the policy on charges is applied consistently.

Create **opportunities** for learning that enhance and extend the curriculum.

Respect the need to ensure contributions sought are reasonable and in line with Government legislation.

Allow students experiences that encourage them to strive for **excellence**.

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide and for those items where there may be a charge.

The School Day

The school day is defined as 8.35am-3.25pm. The midday break does not form part of the school day.

Responsibilities

The Governors will review the policy annually.

The Headteacher will ensure that staff are familiar with the policy.

Staff will apply the policy when organising activities on behalf of students.

Curriculum

During, or outside of the school day, all activities that are a necessary part of the National Curriculum or subject specification, plus Religious Education, will be provided by the school. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil, or groups of up to four pupils, to play a musical instrument.

Voluntary contributions may be sought to enable activities to take place which are deemed educationally desirable. The contributions requested will reflect the cost of the activity less any subsidy from funds available to the school. In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

Optional Activities Outside of the School Day

We may charge for optional, extra activities provided outside of the school day, for example, an evening theatre visit. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the costs incurred including reasonable consideration for contingency, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't or won't. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Residentials

For a residential activity taking place mainly during school time, or which meets the requirements of a syllabus for public examinations, or is part of the National Curriculum or religious education, no charge may be made for either the education or cost of travel. This does not stop a voluntary contribution being sought.

Charges may be made for the board and lodging aspect of any trip, irrespective of whether it is in or out of school hours. Parents who are in receipt of the following payments, in addition to having a free school meal entitlement, may be entitled to remission of charges for board and lodging; Income Support, Income Based Job Seekers Allowance, Support under part IV of the Immigration and Asylum act 1999.

Materials, Books, Instruments and Other Equipment

On occasion, when a student is preparing an article in a practical subject and wishes to own the finished article, a charge may be made that will not exceed the cost of the materials. Alternatively, parents may be asked to supply the materials in question.

Sales of other items which are to become the property of the student e.g. musical instruments, revision guides, art materials, stationery items, will be made at cost. Items belonging to the school and loaned to the student (e.g. text books) which are lost will be charged at replacement cost.

Examinations

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the pupil was not prepared for it at this school
- the examination is not on the set list but NLS agree for the pupil to take it
- a student fails without good reason (as determined by the School) to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee.

Students requesting the remark of examination papers will be charged the current Examination Board Fee. This will be refunded by the examination board if the grade is improved upon.

Late decline (beyond the exam board deadline) of grades by students will be charged at the current Exam Board Fee.

Exam re-sit fees will be charged at cost.

Remission of Charges

In some circumstances, the Headteacher will remit (wholly or partly) any charge which would otherwise be payable in accordance with this Charging Policy. Parents who would qualify for support are those families who are in receipt of eligible benefits, or who face sudden financial hardship. Eligible benefits include Income Support, Income Based Job Seekers Allowance, Support under part IV of the Immigration and Asylum act 1999.

In order to be considered for remission of charges, satisfactory information must be provided by the parent/carer in writing to the Headteacher. A contribution of at least 50% will be required from parents (this is only reduced in very exceptional circumstances). Remission of charges is unlikely to be considered if the student concerned has had assistance previously, and continued assistance will prevent others receiving support.

If there are other specific sources of funding for families in particular situations (e.g. Young Carers, Looked After Children), we may first recommend these to parents as a way of meeting costs.

Remission of charges for overseas visits will only be considered where the activity has sound educational value, directly related to the curriculum.

Music Tuition

Music tuition fees are costed to include teaching, administration, wear and tear/replacement of instruments. In cases of hardship the Headteacher will consider in her absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition. Fees are waived for those students in receipt of Free School Meals.

School Property

The Governors reserve the right to make a charge to parents if their child's inappropriate behaviour causes damage to school property or staff property/personal belongings up to a maximum of £500.

Approval and Review

Effective from: March 2017

Approved by: **Resource Committee**

Review date: November 2018

Review leader: Amy Woodward, Business Manager