



## **SCHOOL CHARGING AND REMISSIONS POLICY**

### **1 Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

### **CHARGING POLICY**

### **2 Activities without Charge**

There will be no charge for the following activities:

- 2a** Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry students between the school and an activity.
- 2b** Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the student is being prepared for at the school, or part of religious education.
- 2c** Instrumental and vocal music tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer.
- 2d** Instrumental and vocal tuition for children in care.

### **3 Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- 3a** Any children of parents who do not wish to contribute will not be treated any differently.

- 3b** Where there are insufficient contributions to make the activity viable, or the school cannot find it from some other source, then the activity will be cancelled.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to contribute.

#### **4** **Chargeable Activities**

The school may recover the full costs of the following activities, but charges will not exceed actual cost. If income from charges does exceed actual costs, money will be refunded. This refund will only be given when the sum to be refunded equals £10 or greater per student. Charges may be made for optional extras.

- 4a** Educational or other activities provided wholly or mainly outside school hours which are not:
- (i)** Part of the National Curriculum
  - (ii)** Part of a syllabus for a prescribed public examination, which the student is being prepared for at school.
  - (iii)** Part of religious education.
- 4b** Board and lodgings on residential visits (subject to remission arrangements).
- 4c** Cost of entering a student for a public examination not prescribed in regulations, and for the cost of preparing a student for that examination outside school hours.
- 4d** Cost of entering a student for a prescribed public examination including re-sits where no preparation has been provided by the school
- 4e** Provision of instrumental and vocal tuition, which takes place during the school day, and which has been requested by parents/carers
- 4f** Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)
- 4g** Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- 4h** Community facilities (see S27 Education Act 2002)

In calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra; this includes supply teachers engaged specifically to provide the optional extra; and
- The costs, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument; or vocal tuition where the tuition is an optional extra;

- The costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.
- DBS administration charges for host parents.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

## **5 Examination Fees**

- 5a** Entry for a prescribed public examination including re-sits decided by the school provided that a student has been prepared for it at the school will not be charged.
- 5b** However where a student has not been prepared for a prescribed public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination, as they can for entries to non-prescribed examination whether or not prepared by the school.
- 5c** If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Governing Body may recover the fee from the parent.
- 5d** Where a parent/student approaches the school to request a review of an exam script, the cost charged by the Exam Board shall be borne by them.

## **6 Assessment Appeal Fees relating to qualifications**

- 6a.** If a candidate has a query about the mark that is being submitted to the Exam Board, an appeal can be made to the school initially via the class teacher who will provide the grade criteria. If this is not satisfactorily resolved, then the Head of Subject should be contacted in writing giving the reasons why the candidate disagrees with the mark awarded.
- 6b** Should the candidate still disagree with the mark awarded, then a review will be carried out by an assessor who has appropriate competence and who has no previous involvement of the assessment of the candidate. The candidate will be informed of the outcome of the review in writing.
- 6c** There will be a charge by the Exam Board to process the appeal and this cost should be paid by parent/carer before the appeal is submitted.

## **7 REMISSIONS POLICY**

There will be no charge for board and lodgings for students whose parents are receiving specified benefits. This is subject to change but usually equates to pupils being eligible for free school meals (due to the receipt of specified benefits). Current eligible benefits can be found on the DfE (Department for Education) website.

Charges for other 'chargeable activities' may also be fully or partly remitted. Where appropriate Governors approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

## **8 Deliberate/Malicious Damage to School Property**

Where a student is found to be responsible for deliberate and/or malicious damage to school property or equipment the Governing Body will pursue the cost of repair or replacement through Lancashire County Council invoicing services.

**This policy will be reviewed annually or as required.**

**Policy Approved: May 2019**

**Policy Revised: January 2020 with amendments**

**Policy Reviewed: February 2021 with no amendments**

**Policy Revised: November 2022 with amendments**

**Review Due: November 2023**

**Chair of Committee: Mr A Foster**