

# Charging and Remissions Policy

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*SLT Liaison: C Fisher*

Wardle Academy Policy



## 1. INTRODUCTION

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provisions on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

## 2. SCHOOL TRIPS

### Day Trips

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum (but also refer to Voluntary Contributions section).

### Residential Trips – Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging. (but also refer to Remissions Policy section).

### Residential Trips – Non-Essential

For residential trips which are not essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations:

- If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

## 3. SCHOOL MEALS

No charge will be made for pupils entitled to free school meals. We will charge all pupils not entitled to free school meals an amount determined by the governing body of the school.

## 4. ACTIVITIES OUTSIDE SCHOOL HOURS

No charge will be made for activities outside school hours that are part of the National Curriculum or Religious Education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## 5. MUSIC TUITION

The school has the legal right to levy charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. However, we do not levy charges for any music tuition, although there is a charge of £30 per annum for the loan of instruments and sundries (£40 for 2 instruments and £45 for 3) which is intended to cover the cost of insurance, repairs and sundries (music, uniforms etc.)

## 6. EXAMINATION ENTRIES

No charges will generally be made for entering pupils for public examinations for which the student has been prepared at the School, but the Headteacher shall have the discretion to make a charge for examination entry where:

- a) the student was not prepared for the examination at the school; or
- b) the school has, for educational reasons, determined that the student should not be entered for the examination, but the student's parent or carer has requested such entry, notwithstanding notification of such reasons.

The Headteacher also has the discretion to request reimbursement of examination entry fees from a student's parents or carers, where the student fails without good reason to complete the prescribed course for any examination, or to attend or sit the examination.

A charge may be levied for pupils re-sitting an examination unless that pupil is being prepared for that examination by the school.

## 7. MATERIALS, TEXTBOOKS & EQUIPMENT

Where a pupil or parent wishes to retain items produced as a result of Art and Design or Design and Technology a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge.

Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Other items of equipment, e.g. calculators, stationery etc. are available to purchase from various departments.

## 8. LETTINGS

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Local Governing Body.

## 9. DAMAGE/LOSS TO PROPERTY

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials):

- belonging to the school
- belonging to a third party, where the cost has been recharged to the school

The charge in both cases will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## 10. VOLUNTARY CONTRIBUTIONS

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

## 11. LOCKERS

A rental charge is payable for the use of lockers around school – currently a £5 one off payment.

## 12. PE KIT & UNIFORM

PE Kit and school ties are available to purchase from school and price lists are available for these items on the website or from reception.

## 13. OTHER CHARGES

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for photocopying, private telephone calls etc.

## 14. REMISSIONS POLICY

The cost of board and lodgings for essential residential activities taking place wholly or mainly in school time, will be remitted in full if the parent/carer of a pupil is in receipt of:

- Income support
- Income based jobseekers' allowance
- Support under part VI of the Immigration and Asylum Act 1999

Other remissions will be at the discretion of the Governors who will normally delegate that discretion to the Headteacher.

## 15. OUTSTANDING BALANCES

Any pupil who has an outstanding balance for items including, but not exclusive to, school trips, damages and dinner monies will be unable to take part in non-educational activities, such as rewards trips, school proms, etc. until full payment has been received.

All outstanding debts will be passed onto Debt Guard, our debt recovery service.

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