



Inspiring Learners for their future

CHARGING AND REMISSIONS POLICY

Consultation History

Governors/staff/parents/students	Date
Executive (Leadership Group)	Nov 2004
Teaching and Non-Teaching Staff	Nov 2006 (App A)
Curriculum Committee	Nov 2006 (App A)
Full Governing Body	Nov 2006 (App A)
Next Review of Policy	Nov 2007

The Ridgeway School & Sixth Form College

Charging and Remissions Policy

Contents

Policy	4
Linked Policies	5
Circumstances under which charges will be made	5
Optional Extras	7
Charging by other bodies	8
Remissions	8
Voluntary Contributions	9
Charging for optional extras	9
Information on Charging & Remissions Policy	10
Appendix A	10

The Ridgeway School & Sixth Form College

Charging and Remissions Policy

Policy

It is the policy of the governing body to operate a charging policy in accordance with sections 106-111 and 117-118 of the Education Reform Act 1988.

Normally no charges will be made for any form of education or related activity taking place wholly or mainly in school hours at The Ridgeway School. Charges may be made however, in the circumstances defined in this policy. Nothing in this policy prevents The Ridgeway School from seeking voluntary contributions in support of any activity organised by the School. This policy will be reviewed from time to time and may be subject to change.

In the policy, the School day is defined as:

Morning session	8.50 a.m. – 1.10 p.m.
Afternoon session	2.15 p.m. – 3.15 p.m.

Linked Policies

Curriculum; Educational Visits; Public Examinations; Library; Publication of Information

1. Circumstances under which charges will be made

1.1. Individual Music Tuition

Charges will normally be levied at full cost for individual tuition in the playing of any musical instrument, but not for individual singing lessons, except where it forms part of the syllabus for a prescribed public examination or is provided as part of the National Curriculum.

1.2. School Meals and Catering

Except in the case where a pupil is entitled to a free school meal, charges will normally be made for food and drinks offered to pupils through the school catering services (including vending). This charge is subject to change, and will be usually set annually by the governing body, in line with other school meal services in the borough. An expected average cost per meal will also be set by the finance committee and approved by the governing body. The current charge is shown in Appendix A.

1.3. Board and Lodging

Any School activity, which involves pupils in nights away from home, will involve a charge to parents of the full cost of board and lodging.

1.4. Travel

Parents will be required to meet the cost of travel if a pupil makes use of transport not provided by the LEA or School to travel direct from home to an activity agreed, though not provided, by the LEA or School, such as Work Experience.

1.5. Materials for practical subjects

If parents have indicated in advance that they wish to own a finished product made in a Design & Technology class, including all practical lessons, materials or ingredients will either be supplied by parents or charged to parents.

1.6. Loss or Damage

- 1.6.1. Where there is damage to the premises, as a result of a pupil's behaviour, the full cost of the replacement or repair, as appropriate, will be charged to the pupil's parents.
- 1.6.2. Where there is defacement or damage to books, equipment or furniture, as a result of a pupil's behaviour, the full cost of replacement or repair, as appropriate, will be charged to the pupil's parents.
- 1.6.3. Where there is loss of school property, the full cost of replacement will be charged to the pupil's parents.
- 1.6.4. Charges may not exceed the cost of the repair or replacement.

1.7. Prescribed Public Examinations

- 1.7.1. No charge will be made for first entry to a prescribed public examination for which a pupil has been prepared by the School, irrespective of whether the preparation takes place within or outside School hours.
- 1.7.2. The full fee will be charged for any re-take of a prescribed modular examination. exceptional circumstances, the School at the discretion of the Headteacher may pay the re-take modular fee.
- 1.7.3. The cost will be charged for a re-mark of any Sixth Form Unit of Work, which is re-submitted for assessment.
- 1.7.4. The full fee will be charged for entry to a prescribed public examination where the School has not prepared the candidate.
- 1.7.5. The full fee will be charged for entry to any non-prescribed public examination. The full cost associated with preparing a pupil for a non-prescribed examination will be charged if the preparation takes place outside School hours.
- 1.7.6. In the event of a request from parents for a rescrutiny of examination results, the full fee will be charged to the parents.
- 1.7.7. If a pupil 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, that fee will be charged to the pupil's parents. Failure to complete examination requirements includes failure to complete coursework assignments, unauthorised absence from lessons, lack of evidence of satisfactory study after entry to the examination, or failure to attend any final examination.

1.8. Charges relating to the Freedom of Information Act 2000

- 1.8.1. Where a request is made for information from the school and a cost is incurred by the school to seek or distribute this information, a charge may be levied. (see also Publication of Information policy).

2. Optional Extras

- 2.1. An optional extra is defined as an activity, which takes place outside School hours. Some School activities take place partly in School time and partly outside. Participation in any optional extra or any School activity which takes place partly in School time and partly outside will be on the basis of parental choice and a willingness to meet the charges made.

2.2. Charges for optional extras completely outside School hours

- 2.2.1. A pupil's travel cost;
- 2.2.2. A pupil's board and lodging cost;
- 2.2.3. Materials, books, instruments and other equipment;
- 2.2.4. Non-teaching staff costs;
- 2.2.5. Teaching staff costs required specifically to provide the activity, including providing these staff with travel and board and lodging costs;
- 2.2.6. Entrance fees and other incidental costs incurred during a visit.

2.3. Non-residential activities partly during School hours

- 2.3.1. No charge will be made if 50% or more of the whole time spent on the activity, including any connected transport, occurs during School hours, but a voluntary contribution can be requested.
- 2.3.2. Charges will be made where less than 50% of the time spent on an activity falls during School hours. The activity is then an optional extra.

2.4. Residential trips partly during School hours

- 2.4.1. There are two School sessions in a day, a morning and an afternoon session. A half-day means any period of 12 hours ending with noon or midnight.

2.4.2. No charge will be made if the number of sessions the pupil would have attended, if the activity had not taken place, is 50% or more of the number of half-days taken up by the activity.

2.4.3. Charges will be made where the number of sessions missed by the pupil is less than 50% of the number of half-days taken up by the activity. In this case, the activity is then described as an optional extra.

3. Charging by other bodies

3.1. Section 118 of the Education Act allows people other than the Governing Body or the local education authority to charge parents for activities during School hours. A tour company could organise educational visits during School time provided the company charges parents directly.

4. Remissions

4.1. School funds permitting, the school will make a contribution towards the cost of essential support, essential equipment or activities for which a charge is levied by the school if formal application is made, there is no funding available from another source, the pupil's financial situation would prevent them from taking part and as long as the maximum financial assistance from the school would not be greater than the full cost.

4.2. Board and lodging costs on a non-optional extra residential trip will be completely remitted for every pupil whose parents are in receipt of income support, family credit, working families tax credit, income-based jobseeker's allowance, housing or council tax benefit, or disabled person's tax credit and also where support should be given under part VI of the Immigration and Asylum Act 1999 . The school reserves the right to reduce or refuse financial assistance if insufficient or misleading information is provided, or if the school has insufficient funds to cover the assessed amount.

4.3. Any other remissions policy determined by the Local Education Authority.

4.4. At the discretion of the Head Teacher, full or partial remission may be considered in exceptional circumstances.

5. Voluntary Contributions

- 5.1. Voluntary contributions must be genuinely voluntary. The terms of any request for contributions must make it clear that:
 - 5.1.1. there is no obligation to contribute;
 - 5.1.2. and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- 5.2. It should be made clear at the outset if the activity cannot be funded without voluntary contributions. The initial letter should explain the nature of the proposed activity and its likely value in educational terms. It should indicate the contribution per pupil which would be required if the activity were to take place. It should emphasise that there is no obligation to contribute and that no pupil would be omitted from the activity because his or her parents were unwilling or unable to contribute but it should be made equally clear that the activity would not take place if parents were reluctant to support it. The school reserves the right to cancel a trip if insufficient monies are collected to make it financially viable.
- 5.3. There is no limit to the level of voluntary contribution, which parents or others could make to School activities, nor should any restriction be placed upon the use, which can be made of such contributions. A request for a contribution towards the cost of a particular activity would, for example, include the cost of travel for accompanying teachers. However, no parent should be expected to give a voluntary contribution above the cost of the activity for the individual pupil plus a proportion of the cost of travel for accompanying teachers,

6. Charging for optional extras

- 6.1. Any charge may take account of the costs of engaging teaching staff specifically for the purpose of providing the optional extra and supplying such staff with travel, board and lodging; but if any of the teaching staff are already employed by the LEA or Governing Body, their costs may not be included in the costs passed on to pupils, unless they are:
 - 6.2. Employed to provide individual tuition in the playing of a musical instrument; or
 - 6.3. Engaged on a separate contract for services to provide the optional extra.
- 6.4. A contract for services should be written on behalf of the Governing Body, inviting a teacher to provide certain services for a specific activity taking place at a specified time, in return for payment of expenses, and, where appropriate, a fee. A teacher signifies agreement by signing and returning a copy of the letter.

7. Information on Charging and Remissions Policy

7.1. Parents are entitled to information about a school's charging and remissions policy, and governing bodies must ensure that this is available on request during school hours.

APPENDIX A

School meal charges April 2009 – March 2010

Average cost of items sold	£0.90
Pupil free meal (amount allowed)	£2.03
Staff duty meal (amount allowed)	£1.95