



## CHARGING AND REMISSIONS POLICY

Last Review:	June 2015
Committee:	Resources
Date Ratified:	15 July 2015
Next Review:	June 2016

### Rationale

**This policy informs staff and parents about Sir William Romney's school policy for charging for both in and out of school hours activities. The Policy will be reviewed on an annual basis by the Governor's Resources Committee and will be adjusted in line with any subsequent guidelines from the DFE.**

### Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### Prohibited Charges

The Governing Body of the School recognises that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment). School hours are those when the school is actually in session, and do not include the break in the morning and at lunchtime;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the school;
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school, if this preparation is part of normal curriculum activity;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip;
- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

### Charges

Charges will be made for the following:

1. Board and lodging on residential trips

2. The school can charge for activities wholly or partly outside school hours to meet the costs of:
  - a. Travel
  - b. Material and equipment costs where appropriate
  - c. Non-teaching staff costs
  - d. Entrance fees
  - e. Insurance costs.
3. Examination Fees:
  - a. The cost of re-sitting public examinations where no further preparation has been provided by the school as part of normal curriculum activity.
  - b. Costs of non-prescribed examinations and preparations for such examinations outside normal school hours.
  - c. A charge will be levied in respect of examination entries where a student fails without good reason to complete the requirements of a public examination where the school paid the entry fee.
4. Proportionate costs of vandalism to school buildings or property, including lost or damaged school books or equipment.
5. Any other education, transport or examination fee specifically designed to be passed on to parents.
6. Extra-curricular activities and school clubs.
7. **Individual tuition in the playing of a musical instrument. Sir William Romney's School encourages students to participate in music tuition so that they may participate, enjoy and benefit from performance activities:**
  - a. Music tuition is subsidised by the school. The subsidy is insufficient to offset the full cost of tuition provided and charges must therefore apply. These charges will be notified to parents in the summer term of each year for the year ahead.
  - b. Bursaries are available for students entitled to Free School Meals.
  - c. Where instrument tuition is a necessary part of the course for music examination students, there will be a subsidised charge for tuition for the main instrument.

Charges and contributions requested are set to cover the anticipated costs. On occasion the income from an activity may exceed the actual costs. Any surplus will be transferred to the school private funds and used to support student participation in future trips or visits.

## Voluntary Contributions

The school may invite parents/carers from time to time to make a voluntary contribution towards any **part of the school's work, and to permit** the provision of activities which might not otherwise be possible. Parents will be informed of the decision to ask for contributions at the planning stage of activities. In the event that insufficient voluntary contributions are forthcoming to fund a particular activity, and there are insufficient funds available through the school, then the activity as a whole may have to be cancelled rather than excluding any individual. No student will be left out of any activity provided in school time because his/her parent/carer cannot or will not make a voluntary contribution.

Parents may be asked to make a voluntary contribution towards activities taking place in school time, or towards activities which are a necessary part of the National Curriculum or towards activities that **form part of the school's curriculum for religious education. They will also be asked to make a** voluntary contribution towards travel and other expenses for residential trips in school time.

## Remissions

### Residential Trips

Children whose parents are in receipt of the following support payments will be able to apply for the remission of charges for board and lodging costs during residential trips in school time. The relevant support payments are:

- Income Support
- **Income Based Jobseeker's Allowance**
- Support under part VI of the Immigration and Asylum Act 1999

- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190 (effective for the 2013-2014 financial year).

#### Day Trips

Children who are eligible and have been awarded Free Schools Meals (FSM) can apply for a 50% remission on all activities up to a maximum of £50 per activity.