

Part 1

Name of policy	F1 Charging and Remissions
Status of policy	This is a statutory policy
Consultation	This policy has been developed following consultation with Finance Governors, Senior Leadership Team, Finance Staff
Relationship with other policies	This policy should be read in conjunction with: F2 Lettings C4 Educational Visits Governance Handbook – November 2015
Date policy was agreed	20th January 2016
Date for full implementation	Immediate
Date for review	3 years – January 2019

Part 2

Policy

1. The Governing Body believes all students should have an equal opportunity to benefit from school activities and visits, independent of their parents' financial means.
2. The Governing Body expects activities wholly or mainly out of school hours* not to incur a cost to the school unless the Governing Body has been consulted and decided otherwise.
3. The Governing Body may ask for voluntary contributions for essential school activities linked to the curriculum which are either wholly or mainly in school hours and which incur a cost to the school that is over and above the normal day to day expenditure. No student will be excluded from such an activity because they did not contribute. However, the school reserves the right to cancel any such activities if insufficient contributions are received.
4. **No charges will be made for:**
 - Admission to the school
 - Education provided during school hours (including the supply of any materials, books, instruments or other equipment, unless students wish to purchase their own.) However, in order to enable an educational activity to take place, we may need a voluntary contribution
 - Education provided out of school hours if it is part of the curriculum. However, in order to enable such an educational activity to take place, students may be asked to make voluntary contributions
 - Materials to be used in art and food/design technology lessons, unless parents/carers have expressed the wish to own a finished article. Such charges will not exceed the cost of the materials. Alternatively the parents/carers may wish to provide the materials in question.
 - Initial entry to public examinations where the student is being prepared for entry to the examination. The school will not charge for books, materials, instruments, equipment or trips required for the purpose of such examinations.

*Out of School Hours are those hours in the day when the school is not in session. For residential activities, each school day is divided into two sessions and each 24 hour period is divided into two half days beginning at noon and midnight. A residential activity counts as falling within school time if the number of school sessions missed by the students amounts to half or more, of the number of half days taken up by the activity.

Charges may be made for:

a) Minibuses

The school may charge students, staff or parents/carers for transport in its minibuses

b) Lockers

The school may charge a nominal amount as annual rental for use of lockers.

c) Activities out of school hours

Any activity (other than as listed above) which takes place wholly or mainly out of school hours (including travelling time) is classed as an 'optional trip' and will be charged for, to cover the cost. No profit will be made by the school. Charges may include:

- Travel, board and lodging for students
- Materials, books and equipment
- Entrance charges to facilities including establishments hosting the activity.
- Staff costs
- Insurance.

In respect of an 'optional trip':

- Parents can choose whether or not their children attend
- Charges on some students may not be used to subsidise others. If an 'optional trip' is deemed by its organisers to be important (but not essential) to all in a certain group, funds may be available from the PTA or other organisations to assist students who cannot otherwise afford to go.
- Financial assistance may be available for Pupil Premium students if this is deemed an appropriate use of their funding.
- A charge cannot be made for alternative provision for students not attending an activity.

d) Music tuition

Charges may be made for instrumental music tuition for individuals or groups of up to four where that tuition does not form part of the National Curriculum or the curriculum of a prescribed examination, which is being followed by the student(s).

e) Public Examinations

Charges may be made to cover the costs for:

- Entering a student for an examination for which the school has not prepared him/her
- Students failing without good reason to meet any examination requirements for that syllabus
- Re-sit of examinations by parental/carer or student request
- Additional administrative costs for students external to Edgbarrow School.

f) Breakage or damage

Charges may be made for breakage of or damage to school property or any individual's property legitimately on the school site when, in the opinion of the Headteacher, it is appropriate to do so.

g) Lettings

Charges will be made in accordance with the Governors' F2 Lettings policy.

5. Remission of Charges

Any charges listed in paragraph 4 above, may be remitted for students in receipt of Pupil Premium funding, or whose parents satisfy the current criteria for determining free school meal eligibility, details of which are available from the Business Manager.

6. Parental responsibility for charges include:

a) Work experience

Where students undertake work experience, parents will be expected to arrange transport to and from the place of work.

b) Non-school organisation activities

Any non-school organisation which arranges an activity to take place during school hours may charge parents who want their child to join the activity. These charges are the responsibility of the parent. Parents wishing their child to participate in the activity must obtain the school's permission if the activity requires the child's absence from school.

7. Monitoring and evaluation

When reviewing this policy, the Business Manager shall, in respect of the previous academic year, report on:

- a) any activities which have not taken place due to insufficient contributions;
- b) whether any subsidies have been awarded to ensure an activity could take place.