



Charaina & Remissions Policy 2016

**Accepted by EAB
17/11/2016**

Date for Policy Review – November 2018

The Telford Park School - The Telford Langley School Charging and Remissions Policy

Introduction

1. This policy has been compiled in line with DfES requirements and in accordance with s457 of the Education Act. 1996.

School Trips

2. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours and are part of the curriculum. (But also refer to section 18.)
3. **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.
4. **Residential Trips – non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for the full cost of the trip.

Examination Entries

5. A charge will be levied in respect of examination entries for students where the school has not prepared the pupil for the examination.
6. A charge will be levied in respect of examination entries for students where: -

- the school has prepared the pupil for the examination
- and**
- it considers that for educational reasons student should not be entered
- and**
- the student's parent/guardian wishes the student to be entered (or student him/herself when over 18 years old).

7. In these circumstances, if the student subsequently passes the examination, the school may refund the cost.

8. A charge may be levied for student's re-sitting an examination.

9. A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the Academy paid or agreed to pay the entry fee.

10. The charge levied in 6 – 8 above will be the cost of the examination entry.

Materials and Textbooks

11. Where a student or parent wishes to retain items produced as a result of art, craft 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.

Music Tuition

12. The school levies charges in respect of individual music tuition if the teaching is not an essential part of the National Curriculum.

Activities Outside Academy Hours

13. 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.

14. If a student 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.

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

Damage/Loss to Property

16. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head of school may decide.
17. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head of school may decide.

Voluntary Contributions

18. 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. Students 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.

Lettings

19. 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 Finance Committee. For users connected to the school the charge will be based on the site staff overtime costs.

Other charges

20. The school may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Remissions Policy

21. If the parent/guardian of a student is in receipt of income support, income based jobseekers allowance etc. the Head of school may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
22. The Head of school may decide not to levy charges in respect of a particular activity if the student is in receipt of pupil premium funding

