



## **Policy: Charging and Remissions**

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Chair of Governors: Mrs H. Anderson

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## **1. Introduction**

This policy sets out the circumstances in which Wellfield School (“the School”) charges to students in respect of activities organised by School staff. No charges will be made in respect of students’ participation in education that is part of the national curriculum; part of a syllabus for a prescribed public examination that the student is being prepared for at the School (but see exceptions below).

The main legislation governing the charges made to students for School activities is set out in The Education Act 1996, Sections 449-462. This legislation covers what governing bodies may and may not charge for when activities take place, either during or outside School hours, including residential activities.

## **2. Statement of Policy**

2.1 The Charging and Remissions Policy is drawn up in compliance with the above legislation.

Ideally, the School would like to make no charge to parents or students for any activity that is relevant to education provision, which occurs inside or outside the School. The limits of the School’s budget, however, requires us to make charges for certain activities and this policy outlines those areas.

2.2 Residential and other trips that are not specifically related to the education provision outlined above. Charges in respect of residential and other trips that are not specifically related to the education provision outlined will be made on the basis of recovery of the cost involved. Parental agreement is a necessary prerequisite for the provision of trips where charges will be made. Participation in such trips will be on the basis of parental choice and a willingness to meet the charges.

2.3 Other charges will be made according to the activity and may constitute a contribution to the cost of that activity to ensure that it continues, particularly in the case of charges for music tuition.

2.4 The charging policy will bridge the gap between activities funded by the School and activities funded wholly or partly by students or parents. The aim is to ensure that the policy is implemented equitably but with the flexibility to make charges as prudent administration of the School funds requires.

The following list indicates the circumstances where the School will generally make charges, although this is not exhaustive:

- 2.1.1 Music tuition for work which is not an essential part of the national curriculum or a public examination syllabus being followed by the students at the School.
- 2.1.2 External visits, trips, exchanges etc. that fall inside or outside of School hours and are not a necessary part of the national curriculum or an essential part of the syllabus for an approved examination.
- 2.1.3 Education provided outside of School hours that is not part of the national curriculum; part of a syllabus for a prescribed public examination that the student is being prepared for at the School.
- 2.1.4 Students’ board and lodging whilst on residential trips.
- 2.1.5 Curriculum-related visits or activities to enhance the students’ experience, that occur outside the students’ “formal” teaching timetable (e.g. Theatre, Research, projects etc.), for which the School would need to ask for voluntary contributions.

- 2.1.6 Non return of library books or defaced library books will be charged at full cost of replacement.
- 2.1.7 Costs incurred in relation to any items broken, damaged, or defaced, where it is felt that this a result of a student's conduct or carelessness (to include accidental damage, if appropriate).
- 2.1.8 Any books, materials, instruments or equipment, where the student's parent/carer wishes him/her to own them.

### **3. Remissions**

- 3.1 Whenever charges are made, there are students whose family circumstances may exempt them from payment. The School will consider remission from payment for all or part of the charge for an activity, providing that the parents'/carers' only income is derived from state benefits or the School has concluded that it is appropriate to support the activity based upon a review of household income. Individual applications must be made on each occasion for which remission of all or part of a charge is requested. There are specific procedures that must be complied with, in particular in respect of documentary evidence of household income.
- 3.2 Where appropriate, students or parents/carers may request consideration for remission from charges as outlined in the information provided to the student and parent/carer by the activity organiser.
- 3.3 Any student or parent/carer seeking remission in respect of a charge will be expected to provide the Headteacher, or by delegation of the Headteacher, the Business Manager, details of his/her personal circumstances.
- 3.4 No individual student will be prevented by financial hardship from participating in an event that is considered to be essential to his/her programme of study.

### **4. Implementation of Policy**

The following guidelines will be followed when implementing the School's charging and remissions procedure:

- 4.1 All students will be notified in advance of any charges that are to be set and they will have, where appropriate, information to take home to parents/carers. This will take the form of a letter outlining the activity, what the charge is, when it is to be paid and to whom monies must be given.
- 4.2 When seeking voluntary contributions from parents or students for a particular activity, the School will always indicate whether the activity will be prevented from going ahead in the absence of sufficient funds.
- 4.3 Policy Review This policy will be kept under review in order to keep it in line with relevant legislation and modifications authorised in line with the authorisation and issue process detailed below.