

Elthorne Park High School



Charging & Remissions Policy

Adoption – June 2022

Review frequency - annual

Next review – June 2023

Status – Statutory

Committee – Finance

Preamble

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards students' academic, personal and social education. The Governing Body therefore aims to promote such activities as part of a broad and balanced curriculum for the students of the School and as additional optional activities. The Governing Body will endeavour to ensure that no student is excluded or disadvantaged because of the cost of providing such activities.

Aims

- To conform to the requirements of the Education Reform Act (1988) and its revisions
- To ensure that all students have access to all areas of the National Curriculum and public examination courses
- To ensure that all students have access to a wide and varied range of learning experiences

It is the Policy of the Governing Body:

1. To make no charge in respect of basic books, materials, equipment, instruments or incidental transport provided in connection with the delivery of the National Curriculum, statutory religious education or in preparation for prescribed public examination courses taught at the school.
2. Parents may be invited to contribute in cash or kind for ingredients, materials, equipment etc. needed for practical subjects such as Art and Design Technology where there is a finished product to be taken home. Children of parents who do not contribute will not be disadvantaged in any way.
3. To make no charge for examination entries except where:
 - a) The school has not prepared the student for the examination in the year for which the entry is made
 - b) The student has failed, for no good reason, to complete the requirements of the examination (e.g. coursework) or to attend for it, unless a relevant medical certificate has been provided.
 - c) A parent requests a re-sit to improve the examination grade.
4. To make a charge for the cost and administrative arrangements organising the re-marking of examination papers if done at the request of parents.
5. To make a charge for musical instrument tuition provided to an individual student or to groups of up to four students where the teaching is not an essential part of either the National Curriculum or a public examination syllabus undertaken through the school. The charging structure for this is set out in the Peripatetic Music Lesson Provision of the Policy. For students entitled to Free School Meals a subsidy of up to a maximum of 50% of the costs may be given, subject to budget constraints. A charge of £20 to be made for administrative fees incurred when music lessons are paid after the due date.
6. To request voluntary contributions from parents/carers for school activities in or mainly in school hours for which compulsory charges cannot be made but which can only be

provided if there is sufficient voluntary funding. However, the school shall ensure that no student is excluded from such an activity by reason of inability or unwillingness to make a voluntary contribution.

7. To make a charge for activities wholly or mainly outside school hours which are not part of the National Curriculum, statutory religious education or in preparation for a public examination. The school may subsidise students who are entitled to free school meals up to a maximum of 100% of the cost.
8. Printing is available to students free of charge in the ICT suites. In addition, students get £3 per academic year printing allowance to use on the multi-functional copiers, Students can purchase additional credit. Any balances left on Leaver's printing account must be claimed by parents by the first Thursday in October in the year that the student leaves. Any outstanding monies not claimed will be returned to the school. Only paid for printing monies will be returned.
9. The school has a limited number of lockers which can be rented at a cost of £10 per academic year.
10. There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount decided by the governing body of the school. There is a limit of £6 spend per day.
11. For Trips please see the Trips Policy.
12. To require that parents of students who break, damage, lose or fail to return school property, shall be required to pay replacement/repair costs.
13. Any Balances left on Year 11 or Year 13 lunch cards must be claimed by parents before the first Thursday in October in the year that students leave. Any outstanding monies not claimed will be returned to the school.
14. To delegate to the Chair of Governors and the Headteacher the decision over any individual case arising from the implementation of this policy.
15. To review the school's Policy annually.

Activity	Comment
Individual instrumental music tuition that is over and above the national curriculum, and/or an approved examination syllabus.	A charge will be made per lesson. This will be reviewed when the charges made to the school by the music service increase. Parents in receipt of certain benefits could be eligible for a reduction of fees- up to 50% subject to budget constraints. Any examination fees are paid by parents.
Activities outside school time not related to statutory duties.	Charges will be levied.
Board and lodging on residential visits.	Parents are to be charged, except in cases of statutory remission where families receive benefits. Requests should be made to finance in the first instance, in complete confidence.
Rescrutiny of exam results.	Parents to pay all charges.
Exam entry for prescribed exam for which pupils have not been prepared by school.	Parents to pay all charges.
Entry for an exam which is not on prescribed list where preparation takes place outside school hours.	A charge will be made.
Recovery of wasted exam fees.	Parents to be charged.
Educational visits and field trips.	Parents will be asked for a voluntary contribution.

Appendix A

Each letter to parents concerning a proposed trip should include full details of the trip including timings for the day(s) and proposed activities. It should also include the following:

Under the Education Reform Act, the cost of the trip must be met by voluntary contributions. The trip can only take place if those parents who want their child to participate are prepared to voluntarily meet the costs involved.

There is no obligation to pay the voluntary contribution but we must make it clear that, as we have no funds provided by the LA for this purpose, the activity will not take place if parents want their children to take part and are unwilling to pay.

The School Governors have however adopted a remissions policy which permits assistance to families in receipt of certain benefits. In accordance with this policy, parents should approach the Headteacher in confidence to establish the degree of support that can be provided. This is likely to be very limited, in line with the fun