



## CHARGING AND REMISSIONS POLICY

All Budget holders are required to have signed this policy as recognition that they have read and understood their responsibility to the school

<b>POLICY NUMBER:</b>	NS-002
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<b>Policy agreed by:</b>	Full Governing Body
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# THE NORTH SCHOOL

## CHARGING AND REMISSIONS POLICY

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences, can make towards students' education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the students of the school and as additional optional activities. Where activities are an essential part of the curriculum the school will try to subsidise the activity from its own budget.

Nothing in this policy statement precludes the Governing Body from inviting parents/guardians to make a voluntary contribution towards the cost of providing education for students. We hope that parents/guardians will continue to contribute to the voluntary school fund to facilitate the continuation of additional activities during school hours. All parents are asked for a voluntary contribution of £25 upon their child joining The North School.

The Governing Body reserves the right to charge for 'optional extras' such as those activities detailed hereafter. The Governing Body will review annually the categories of activity for which a charge may be made.

1. During normal school hours', charges will be made for the following:

a) **Music Tuition**

These are an optional extra and although they often take place in normal school hours charges must be paid by the parent. Charges are made for teaching either an individual student or groups of any appropriate size to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).

b) **Board and Lodging charges for Residential Visits**

These will always be charged to parents. However, parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received.
- The guarantee element of State Pension Credit; and
- An income related Employment and Support Allowance that was introduced on 27<sup>th</sup> October 2008 (formally Incapacity Benefit).

c) **Materials for Practical Lessons**

When a finished article from practical subjects is to be taken home, students will be asked either to provide materials or contribute to their cost.

d) **Examination Fees**

These will be charged in full and with the appropriate administration charges where:

- The school has **not** prepared the student for the examination (this includes resit without tuition),
- A student fails, without good reasons, to complete the requirements of an examination for which the school has entered the student and originally paid the fee

- The governing body has decided that there are educational reasons for not entering the pupil
- The re-marking of an external examination was initiated by the parent.

**e) Damage or loss of property**

The cost of damage or loss of school books, damage to property belonging to the school or other pupils or damage to school premises which is the result of a pupil's negligence or misbehavior

**f) Work experience**

The full cost of travel from home to a work experience placement.

2. Activities that are not part of the National Curriculum or part of religious education, which take place wholly or mainly out of school hours are considered as optional extras and places will be offered to student who pay the appropriate fee.
3. Activities that take place wholly or mainly in school hours and are considered as additional to the course of student, not a compulsory component, will be offered to all students with a request for voluntary contributions. The school will reserve the right to cancel the activity if insufficient contributions are forthcoming.
4. Where charges are made for any activity whether during or outside the school day, they will be based on the actual costs incurred. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.
5. On all occasions when charges are being made:
  - a) The Headteacher and Chair of Governors reserve the right to contribute or assist cases of hardship.
  - b) The teacher responsible must produce accounts for the activity that are available for inspection by any parent. If these accounts show a significant profit, it will be refunded to the participating students.
  - c) The correspondence with parents will include the appropriate paragraph from below:

Either: *Under the school's Charging and Remissions policy there will be no charge for this activity.*

Or: *Under the school's Charging and Remissions policy because this activity takes place wholly/mainly outside school hours and is optional, places will be offered to students who pay the full cost which is £.....*

Or: *Under the school's charging and remissions policy this activity is offered with a request for a contribution of £..... Places are not limited to those paying but the school's finances do not allow the subsidy of this type of activity and the school therefore reserves the right to cancel the outing if insufficient contributions are received.*