



**REDRUTH SCHOOL**

# **Charging & Remission Policy**

**This policy was adopted September 2017**

**The policy is to be reviewed annually**

**The name of the designated individual is Craig Salamone**

## **CHARGING AND REMISSION POLICY**

### **General Statement**

The purpose of this policy is to set out charging for various school activities. This charging and remissions policy complies with statutory requirements and has regard to the Authority policy statements and in accordance with the requirements of section 449-462 of the Education Act 1996 as amended by section 200 of the Education Act 2002.

The following core principles apply:

- Activities outside of the standard classroom environment are important in terms of supporting students' general learning and development
- That education in schools should be free for students.
- That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- That there is no statutory requirement to charge for any form of education, but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- That the school has the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Redruth School will ensure that it informs parents/carers whose children wish to participate in activities for which the school is proposing to charge or request a voluntary financial contribution of any support which may be available to them when being asked for contributions and how to access that support.

It is important to note that no Redruth School student will be excluded from an activity simply because his or her parents/carers are unwilling or unable to make a voluntary contribution which has been requested. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled. Redruth School will make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

### **Optional Visits wholly or mainly outside school hours**

The school will charge the full cost of visits which take place wholly or mainly outside school hours, but are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. These visits will only proceed if all those who have consented for their child to participate, pay the full costs requested by the school.

### **Visits wholly or mainly during school hours**

The school will ask for voluntary contributions toward the cost of visits which take place wholly or mainly during school hours and which may be required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The following conditions will apply:

- Any children of parents/carers who do not wish to contribute will not be individually identified to others and will not be treated differently
- Where there are insufficient voluntary contributions to make an activity viable then unless alternative sources of funding can be secured the activity will be cancelled.
- Charges sought will not exceed the actual cost of the activity.

### **Residential Trips Board and Lodgings**

The school will charge parents/carers for the full cost of board and lodgings for residential trips which are:

- taking place wholly or mainly during school hours,
- out of school hours, but provided as part of the syllabus for a prescribed public examination, or
- Required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

In accordance with Statutory Guidance there will be no charge for board and lodgings for students whose parents/carers are receiving any of the following benefits:

- Universal Credit in prescribed circumstances (NB. the government plans to prescribe the circumstances when Universal Credit is fully rolled out.)
- 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 and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

The costs of educational activities undertaken during residential trips will be met from school budget. The costs of transport, insurance, admission charges incurred during the residential trips shall not be charged, however voluntary contributions can be requested and may be necessary for the visit to take place.

### **Music Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Redruth School will charge for vocal or instrumental tuition provided either individually, or to groups of any size, where the tuition is provided at the request of the pupil's parent/carer. Charges will not exceed the cost of the provision, including the cost of the staff that provides the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

### **Examinations**

The school will not charge for entry to a prescribed public examination or re-sit for which a student has been prepared for at the school. If a student fails to attend an exam without an authorised reason, their parents/carers will be charged for the cost of the exam fee.

Private candidates will be charged the exam fee and an administration charge.

Where there is a request to use the results enquiry service (re-marking fees) the request will be referred to the Head of Subject who will exercise discretion about whether the school will support it.

- If the results vary significantly from their expected performance, the school will not charge.
- If results do not vary from expected performance and the parent/carer makes a request for the remark, the school will pass this charge to the parent.

### **Ingredients, materials and equipment**

The school is prepared to provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents/carers who are willing to contribute in cash, or in kind will be encouraged to do so, on a voluntary basis. The school will charge or invite parents/carers to supply ingredients, materials and equipment if they wish to own the finished product.

### **Breakages and Fines**

If students wilfully cause damage to school property (either during or outside of school hours) the school will charge parents/carers for the full costs of replacement or repair of the damaged property, plus an administration charge.

Where students accidentally damage school property, the Head Teacher will use his discretion and may ask parents/carers to make a voluntary contribution to the costs in relation to the incurred excess on the school insurance.

### **Recovery of unpaid charges**

As all charges will be made via the invoice system, the schools bad debt procedure will be followed to recover unpaid charges.