

## **CHARGING & REMISSIONS POLICY**

Policy Date: 2009

Last updated: January 2012

Date review due:

Portfolio Group responsible: Finance

Origin: Julie McCarthy



**Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the college will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DCSF guidance and complements the college's finance policy.

**Definition**

The college day is defined as: 8.50 am until 3.25 pm. The lunch break does not form part of the college day.

**Responsibilities**

The Headteacher will ensure that staff are familiar with and correctly apply the policy.  
The Governors will review the policy annually, in conjunction with the finance policy.

**Policy statement**

During the college day all activities that are a necessary part of the National Curriculum plus religious education will be provided. Some activities may incur a voluntary contribution. This contribution includes any materials, equipment and transport to take pupils between the college and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (*See below*)

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the pupil was not prepared for it at this college
- the examination is not on the set list but we arrange for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the college day which entail additional costs. In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. If insufficient funds are available it maybe necessary to curtail or cancel activities.

From time to time we may invite a non-college based organisation to arrange an activity during the college day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

Payment will be sought from parents for damage or loss of college property when this occurs deliberately or through negligence.

No charge will be made for books, materials or equipment provided in connection with the National Curriculum unless parents wish their child to purchase a product (eg Food Technology).

**Optional activities outside of the college day**

We may charge for optional, extra activities provided outside of the college day. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

**Minibus**

Charges associated with the college mini-bus will cover only actual costs incurred, including depreciation; the service should not make a profit for the college.

**Calculating charges**

When charges are made for any activity, whether during or outside of the college day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits ie:

- Income Support (IS)
- Employment Support Allowance (Income Related)
- Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMR&C) of less than £16,190;
- Income-based Job Seekers Allowance (IBJSA)
- Guaranteed Element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999

Requests for support with charges will be considered by the College.

The principles of best value will be applied when planning activities that incur costs to the college and/or charges to parents.

**Music Tuition**

In cases of hardship the College will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition. This also extends to other activities and enrichment opportunities.

The Headteacher has the discretion to make any ultimate decision regarding this charging and remissions policy.

**POLICY HISTORY**

| Policy / Version Date | Summary of change                     | Contact | Implementation Date | Review Date |
|-----------------------|---------------------------------------|---------|---------------------|-------------|
| Jan 2012              | Amendment re subsidies and removal of | L Nias  | Jan 2012            | Jan 2013    |

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