



KENILWORTH SCHOOL & SIXTH FORM CHARGING AND REMISSIONS POLICY

APRIL 2016

POLICY DETAILS

Date of policy: April 2016

Date of review: April 2019

Member of staff responsible for overseeing that this policy is implemented and regularly reviewed:

Ian Lockren

KENILWORTH SCHOOL & SIXTH FORM

Charging and Remissions Policy

Adopted:

Review date:

1. There is no charge for the following:

1. **Admissions**
2. **Children entitled to free school meals**
3. **Public examinations that are part of the curriculum and on the school's set examination list**, where children have been prepared for the examinations by the school. However, costs can be recovered in certain circumstances (see 3.2)
4. **Activities that take place during school hours (this does not include the break in the middle of the school day)** with the exception of music tuition (see below)
5. **Transport** during school hours to school-organised activities.
6. **Activities that take place outside of school hours when they are:**
 - part of the set curriculum, including sports matches against other schools
 - part of the syllabus for a public examination that the pupil is being prepared for by the school

2. There may be a charge for:

1. **Books and materials** that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
2. **Optional extras** (see section 3)
3. **Music tuition**
4. **Supply teacher cover** for those teachers who are absent from school accompanying pupils on a visit.

3. Charging for optional extras

The school will charge for optional extras. Optional extras are:

1. **Education provided outside of school time that is not** part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
2. **Examination entry fee(s)** if the registered pupil has not been prepared for the examination(s) at the school or if the pupil fails without good reason to meet an examination requirement. Examination **re-sits and remarks**.
3. **Transport** that is not taking the pupil to school. The amount charged will be calculated to cover the unit cost per pupil.
4. **Board and lodging for a pupil on a residential visit**. The charge will be anything up to but not exceeding the full cost.

4. The cost of optional extras - The headteacher will decide when it is necessary to charge for optional activities.

1. **Any charge made in respect of individual pupils** will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
2. **Calculating the cost of optional extras** an amount may be included in relation to:
 - any materials, books, instruments or equipment provided in connection with the optional extra
 - non-teaching staff
 - teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
 - the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
 - Sixth Form book deposit
3. **Participation in any optional extra activity** will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

5. Damage to property and breakages

1. Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.
2. Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.
3. Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

6. Remissions and concessions

1. The school will give consideration to the remission of charges to parents or carers who receive the following support payments:
 - Income Support
 - Income based Job-seekers Allowance
 - Child Tax Credit (where the person is not receiving Working Tax Credit as well)
 - Support under part VI of the Immigration and Asylum Act 1999
 - Guaranteed Element of State Pension Credit
 - Income related employment and support allowance
 - Universal Credit

2. Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.
3. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

7. Voluntary contributions

1. The school may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.
2. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.
3. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

8. Inability or unwillingness to pay

1. Kenilworth School and Sixth Form is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.
2. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.