

OUSEDALE SCHOOL

CHARGING AND REMISSIONS POLICY

The objectives of this policy are:

- to maintain the right to free school education;
- to establish that activities offered wholly or mainly during normal teaching time should be available to all students regardless of their parents/carers' ability or willingness to help meet the cost;
- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give schools the discretion to charge for optional activities provided wholly or mainly out of school hours*;
- to confirm the right of schools 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*.

(*School hours are those hours when the school is actually in session, excluding the break in the middle of the day)

In accordance with these objectives it is the policy of the school that:

1. Where activities take place in school session times, but are an enrichment rather than an essential part of a course, the parents/carers may, at the discretion of the Headteacher, be invited to make a voluntary contribution towards the cost of the activity on a pro-rata basis. No student should be debarred from taking part in an activity because his/her parents/carers cannot, or will not, contribute. However the school reserves the right to cancel, if there are insufficient contributions to offset the cost of such an event or activity.
2. Where activities, not part of the National Curriculum, R.S. or any approved examination syllabus, take place outside school session time, charges should be levied where appropriate. Such charges to include:
 - a) the costs of engaging teaching and support staff, in line with the pay policy. Supplying such staff with travel and board and lodging, where staff have been engaged on a separate contract for services to provide the optional extra;
 - b) a student's travel costs;
 - c) a student's board and lodging costs;
 - d) materials, books, instruments and other equipment;
 - e) entrance to venues;
 - f) insurance costs.

However, activities which are compulsory within the National Curriculum, R.S. or any approved examination syllabus, will only involve a charge for c) and f) above where applicable.

3. All parents/carers of students who request peripatetic musical instrument tuition, either individually or in appropriately sized groups, will be asked to contribute towards the cost of this tuition in accordance with the latest regulations. The contribution will be based on an annual fixed amount per student paid termly or yearly. The monies received will help to offset the total cost of music tuition provided and will not be used for other purposes.
4. The school may charge for, or require the supply of, ingredients and materials if parents/carers have indicated in advance a wish to own the finished product. Those for whom this presents difficulties should contact the Head of Department, in writing prior to the course commencing, so that a suitable arrangement can be made.
5. In accordance with the relevant Education Acts and subsequent amendments, any application for a full or partial remission of charges listed in paras. 2, 3 and 4 above will be considered by senior staff in charge of pupil premium. Full remission of board and lodging charges for residential visits will be granted to students with free school meal eligibility if the visit is wholly within school hours or a requirement of an examination board.
6. Parents/carers are liable to meet entry fees which the school is required to pay, where a student fails to complete the requirements for a public examination without good reason. Students who are registered for modular examinations are liable for the costs of any module they fail to complete without good reason.
7. Parents/carers of students who wish to be re-entered for an examination already taken to improve their grades will be required to meet the full cost of re-entry.
8. Parents/carers will be required to meet the cost of preparing a student for a public examination not prescribed in DfE regulations and the entry fee for such an examination. They will also be required to meet the cost of any private examination entry and for any examination following a course of study not provided by the school.
9. Parents/carers will be required to meet the cost of non-accidental breakages, damages (where this is the result of their child's behaviour) and lost or non-returned books/equipment, lanyards, ID cards and locker keys.
- 10a. On entry into the Sixth Form, students or their parents/carers are requested to pay a subscription as a contribution towards services and facilities which are over and above those that the school would normally provide: for example: catering, trips, social events, community events, sports activities, car parking spaces (subject to supply) and homework facilities, materials given to students as part of their course (such as past papers and revision material), enrichment activities, costs of guest speakers, after school programmes, evening revision & finance sessions (including materials), IT access to websites & materials etc at home.
- 10b. The 'trips' referred to in 10a are those which include the whole year group, such as university open days and apprenticeship shows. They do not include residential trips such as the geography field trip or day trips for a specific course such as the Art A level trip.

10c. The subscription is called a 'registration fee' and is £50. This covers the two years. The fee is a contribution towards the costs of the items listed in 10a. The majority of the costs are covered by the school. Where a student is asked to leave after their 6th form probation period the £50 will be returned. If a student leaves at the end of Year 12, £25 will be returned.

11. *Families qualifying for remission or help with charges*

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities, materials, trips and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Criteria for qualification for remission are given below:

Parents/carers in receipt of:

- Income support
- Free school meals
- Income based jobseekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension

12. Senior staff in charge of pupil premium and sixth form bursary money will make the final decision as to whether a child receives support for an activity. This will be based on evidence as outlined in the section above; their decision is final. There is a finite pot of money and while every effort will be taken to ensure this is allocated appropriately if activities are organised near the end of the funding cycle we may not be able to accommodate all requests. Decisions will be taken on a need basis, but we will also take account of any support given already.

Additional categories of parents/carers may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

13. This policy to be reviewed on a three year cycle.

Reviewed by Finance and Premises Committee – October 2016 & 10th July 2017
To Full Governing Body 10th July 2017
Date of next review – June 2020