

CHARGING AND REMISSIONS POLICY FOR EDUCATIONAL ACTIVITIES

School Ethos

Rosebery School recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a student's 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.

The Governing Body of Rosebery School has established this policy for certain activities which take place in the school. The purpose of this policy is to clarify which items and experiences that the school provides may have a levy charged upon them, how much of the cost the school expects parents to be charged and who will be offered support to pay for items and experiences for their children. This Charging and Remission Policy is implemented within the letter of the law, and also embraces the spirit of it

The relevant statutory provisions are contained in Chapter III of Part VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included on the school website.

Where visits are arranged either as an integral part of a particular syllabus or to enhance students' learning experience, parents may be asked to contribute towards the cost. However, legislation states that a student should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the Headteacher for exemption from such contributions. However, we hope that parents will understand that should sufficient contributions not be forthcoming, a trip will not be viable to run.

Materials and textbooks

Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, but if the student forgets, the school provides the ingredients and levies a charge. Textbooks where required for use in school are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

The school supports the study of music and facilitates it through providing access to professional music tutors. For individual music tuition and group music tuition up to and including four persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student a charge will be made per lesson payable direct to the music tutor.

Voluntary Contributions

Although schools cannot charge for school time activities, the school may invite parents and others to make voluntary contributions. All requests to parents for voluntary contributions must make it clear that contributions are voluntary and that children of parents who do not contribute will not be treated differently.

Residential Activities

Special rules apply for residential activities:

Essential residential trips

For residential trips which are essential to the National Curriculum, are linked to statutory Religious Education or are in preparation for prescribed examinations, a charge will be levied for board and lodging.

Non-essential residential trips

For residential trips which are not essential to the National Curriculum, and are not linked to statutory Religious Education or are not in preparation for prescribed examinations:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip;
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Activities Outside School Hours

A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the student's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Examination Entries

A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.

A charge will be levied in respect of examination entries for students where

- the school has prepared the student for the examination and
- it considers that, for educational reasons, the student should not be entered and
- the student's parent/guardian wishes the student to be entered (or student herself when over 18 years old).

In these circumstances, if the student subsequently passes the examination, the school may refund the cost.

A charge may be levied for students re-sitting an examination.

A charge will be levied where a student fails, without good reason, to complete the requirements of any public examination where the school paid, or agreed to pay, the entry fee.

Damage/Loss to Property

A charge will be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

Other Charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, eg for providing a copy of an OFSTED report.

Remissions Policy

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances. If parents have difficulty in paying, they should not hesitate to discuss their circumstances in confidence with someone at the school and they will advise as to what help might be available. All remissions will be authorised by the Headteacher.

Where non-chargeable education is provided during a residential visit, then the parents of a student who are in receipt of the following state benefits for either the whole or part of the time spent on the visit shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings:

- Income support.
- 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 HMRC does not exceed certain limits.
- The guarantee element of state pension credit.
- An income-related employment and support allowance.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.