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# Charging & Remissions Policy



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A mind set to succeed

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## Introduction

This policy has been formulated in accordance with guidance on:  
Charging for School Activities.

## Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## Responsibilities

Grove School Governing Body are responsible for determining the content of the policy and the Headteacher is responsible for its implementation via the Business Director.

## Prohibition of Charges

Grove School Governing Body recognizes that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of material, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the student has prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for prescribed public examination that the student is being prepared for at the school, or part of religious education;
- transporting registered students to or from the school premises, where local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport provided in connection with an educational trip;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that exam at the school;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.

## Charges

**The following charges will apply but should be read in conjunction with the remissions section below:**

- board and lodging on residential visits (not to exceed the costs);
- activities wholly or mainly outside of school hours which are not a requirement of a public examination or the National Curriculum;
- re-sits for public examinations where no further preparation has been provided by the school;
- music tuition, or hire of musical instruments;
- costs of non-prescribed examinations where no further preparation has been provided by the school;
- any other education, transport or examination fee unless charges are specifically prohibited;
- the entry fees for public examinations when the examination is not sat because of non-attendance for unacceptable reasons or incomplete coursework;
- appeals against examination marks in accordance with the schools examination policy;
- breakages and replacements as a result of damages caused wilfully or negligently by students;
- charges for materials or ingredients for practical subjects where the student wishes to have the final product;
- external lettings of premises or grounds.

**Refunds for non-attendance at visits will be at the discretion of the Headteacher.**

## Remissions

Students whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support;
- Income Based Jobseekers Allowance;
- Income Related Employment and Support Allowance;
- Child Tax Credit, but not Working Tax Credit, and the household income is not more than the levels stated in the Government guidelines;
- the guaranteed element of the State Pension Credit.
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Parents who believe that they may qualify for this remission must apply in writing to the Headteacher. Complete confidence will be observed in all such matters.

## Voluntary Contributions

Parents may be invited to make a voluntary contribution towards the following:

- activities within a curriculum area, transport, entrance fees or any other charges in connection with an educational visit.

The terms of any request made to parent will specify that the request is for a voluntary contribution and in no way represents a charge, in addition the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay;
- that registered students at the school will not be treated differently to whether or not their parents made any contribution in response to the request;
- if insufficient voluntary contributions are received, the school reserves the right to cancel the trip/event.

The responsibility for determining the level of voluntary contribution is delegate to the Faculty Leaders/Leadership team within the school.