



## APPENDIX 3

# Charging and Remissions Policy

This policy was approved and ratified by the Governing Body of  
Cox Green School  
on 18 October 2016

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	28/02/12	28/02/12	Sept 2012
1.1	Full Governing Body	09/10/12	09/10/12	Sept 2013
1.2	Full Governing Body	15/10/13	15/10/13	Sept 2015
1.3	Full Governing Body	20/10/14	20/10/14	Sept 2015
1.4	Full Governing Body	20/10/15	20/10/15	Sept 2016 (Stat)
1.5	Finance & Resources Committee	11/10/16	11/10/16	Oct 2019



### ***Introduction***

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards students' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### ***Communication of Policy***

This policy is published on the school website and on the Staff Intranet, Sharepoint.

### ***Charges are not made for:***

- Admission to the school
- Free School Meals to those children who are entitled
- Education that takes place during officially recognised school hours
- Entrance fees for prescribed examinations
- Activities relating specifically to the school curriculum
- Transport costs during school hours
- School equipment, materials, facilities etc.
- Activities or visits taking place wholly or mainly during school hours (i.e. at least 50% during school time)
- Education which relates to:
  - Syllabuses for prescribed examinations
  - The implementation of the National Curriculum
  - Religious Education
  - Musical tuition if it forms an essential part of the curriculum or a prescribed syllabus

### ***Charges may be made for:***

- Optional extra activities which take place wholly or mainly outside school hours (i.e. at least 50% outside school time) and which are based on parental choice
- Individual music tuition for which there is a parental agreement and where it does not form part of the National Curriculum or part of the syllabus for a prescribed examination
- Wilful damage to school property equipment or furniture
- Lost or damaged text books, exercise books or planners
- Ingredients and materials for subjects such as Food Technology and Design & Technology where parents have indicated a wish to own the finished product
- Examination fees where the student fails, without good reason/medical certificate, to complete the examination requirements for any public examination for which the school has paid an entrance fee
- Examinations for which a pupil has not been prepared for at the school
- Examination fees where there is a request from the parent for additional subject entries to be made which are not supported by the school
- Board and lodgings on residential visits



- Individual appeals by one candidate to the Examination Board based on parental requests

### ***Residential Visits***

Charges for visits outside school hours (i.e. more than 50% of the time) can include:

- Travel costs
- Board and Lodgings\*
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres, castles etc.
- Insurance costs

\*In certain circumstances students are entitled to a remission of charges for board and lodgings where they qualify for prescribed benefits and allowances (see section on remissions)

Charges for visits during school hours (i.e. more than 50% of the time) can include:

- Board and Lodgings (see note above\*)
- But NO charge will be made for education provided or travel.

### ***Voluntary Contributions***

Parents may volunteer to pay for any educational activity. The school may request voluntary contributions for:

- Any visits/activities both inside and outside school time, residential or non-residential
- School equipment
- School funds generally
- There is no restriction placed on the use which can be made of such contributions
- There is no obligation to contribute
- No student may be excluded from the activity for not having paid the contribution
- Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled



### ***Remissions***

Parents of students who are in receipt of the following support payments may, in addition to having free school meals entitlement, also be entitled to the remission of charges from the school's hardship fund:

- Income Support or income-based Job Seekers Allowance
- Income related Employment and Support Allowance (ESA)
- Support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not also entitled to Working Tax Credit and their income does not exceed the nationally stipulated amount (£16,190 from April 2010)
- The guaranteed element of State pension Credit
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

When arranging a chargeable activity such parents are invited to apply in confidence for the remission of charges in full or in part.

### ***Review of Policy***

This policy shall be reviewed every 3 years by the Finance & Resources Committee.