



# PARKSIDE

COMMUNITY SCHOOL

## CHARGING AND REMISSIONS POLICY

**This policy is to always to go to the F&P budget meeting in May**

**Date of Original Policy:** September 2009  
**Member of Staff Responsible:** G Parkes  
**Date policy was previously approved:** 13 May 2013  
**Review Date:** 9 May 2017

**Approved by SLT on 5 May 2016**  
**Approved by Finance & Personnel on 9 May 2016 (Min no: 39/2015/16 9.2 )**  
**Minutes of the meeting to be approved by Full Governors on 9 May 2016**

**This policy is published on the school website, without the letting section on the back page.**

**'This policy was reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.'**

# Charging and Remissions Policy

## for School Activities authorised by the Governing Body

### 1 General Principles

- ◆ The Education Reform Act 1988 requires Governing Bodies to determine and publish their policy on charging for school activities. This policy is in accordance with this requirement.
- ◆ The School Governing Body is committed to the general principle of free education. In determining the charging and remissions policy the Governors have been mindful of the LA's policy.
- ◆ The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs can make towards all aspects of students' education. The Governing Body would therefore wish to promote and provide, as far as possible, such activities as part of a broad and balanced curriculum for the benefit of students of the school.

### 2 Charges

The Governing Body reserves the right to make a charge to cover the full cost for the following activities which may from time to time be organised by the school.

- ◆ **Board and lodging on residential visits** held at any time, except for families receiving Income Support or Jobseekers' Allowance
- ◆ **Activities which take place wholly or mainly outside school hours.** (If the activity is part of the National Curriculum, statutory religious education or in preparation for a recognised public examination undertaken by the school, charges **cannot** be made).

School trips that reflect broad curriculum objectives will be eligible for financial support towards the cost of transporting students.

When a private contract hire coach is required, a flat rate subsidy of **£400** will be made available. Students that are economically disadvantaged will be prioritised for additional financial support towards the cost of such trips. This support will be sourced from the extended services and student premium school allocations.

Where additional funding is sought, leaders must be able to justify requests for this funding by targeting economically disadvantaged students to attend the trip / visit.

All other costs associated with such trips should be sourced directly from students and their families.

- ◆ **Individual tuition in the playing of musical instruments.** (Charges will **not** be made for music tuition in preparation for a recognised public examination undertaken by the school).
- ◆ **Lettings – Charges for lettings were agreed at the Finance and Personnel meeting 23 September 2014. These will be reviewed now in line with the Living Wage. Please see attached Appendix A the current letting charges.**

**Please note that prices are negotiable for long term lettings or special events.**

## **Examination fees**

**No charge** will be made for examination entries agreed by both the school and parents.

Parents will be charged:

- i) for entries requested by parents against the School's recommendations.
- ii) when a student fails without good reason to complete the examination requirements for any public examination followed by the School and for which the School has paid an entry fee. A student should be deemed to have failed to complete the examination if he or she fails:
  - \* to complete the coursework requirements without good reason, and/or
  - \* take one or more oral, practical or written examinations without
  - \* good reason.
- iii) The cost of entering a student for a public examination not undertaken at the School.
- iv) Re-marks of any examination paper.

### **◆ Materials and ingredients**

Parents are expected to pay the full cost of materials and ingredients used by students in practical subjects where parents have indicated that they wish to own the finished product. (Families receiving Income Support or Jobseekers Allowance are subsidised by the School).

Alternatively, parents may be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

### **◆ Lost Equipment**

Parents will be expected to replace or purchase lost items of school property e.g. text books, library books.

### **◆ Breakages and damages**

Parents will be charged for wilful or negligent damage to school buildings, furniture or property by their child.

### **◆ Transport**

Parents may be charged with the cost of transport **where the student travels directly to and from lesson** for an activity structured, but not provided by, the LA (e.g. Work Experience) unless the Parents are in receipt of Income Support or Jobseekers Allowance.

### **◆ Voluntary Contributions**

None of the above precludes the school from asking parents for a voluntary contribution towards the funding of a particular activity in or out of School time for which compulsory charges cannot be made but which can only be provided if there is sufficient voluntary funding to cover the cost. However, no student would be excluded from such activities by reason of inability or unwillingness to make a voluntary contribution.

◆ **Extra Curriculum Activity**

For any extra curriculum activity where this is felt to be appropriate.

◆ **Equipment on loan from Parkside School**

Where students have requested the loan of equipment from school, parents will be required to complete the form below. A discretionary payment may have to be made in case of loss where it is felt to be appropriate.

**3 Remissions**

In summary, from section 2 above, remission of charges is available for children of families in receipt of Income Support or Jobseekers Allowance for

- ◆ Charges made for the board and lodgings aspects of a residential activity.
- ◆ Charges made for the ingredients or materials used in practical subjects, if parents have indicated that they wish to own the finished products.
- ◆ Charges made to cover the cost of transport sanctioned but not provided by the LA where the student **travels directly from home**. The governors may also consider other cases of particular hardship.

4 To delegate to the Chair of Governors and Headteacher the determination of any individual case arising from the implementation of this policy and the use of the School budget.

5 The policy will be subject to review and modification by the Governors at any time in the light of changing circumstances.

**Insurance**

**Equipment on loan from Parkside School**

The following items have been loaned to .....  
on the understanding that should they be damaged or stolen while in their possession the above-named person/organisation will be responsible for a discretionary payment decided by the Headteacher dependant on the nature of the incident/loss.

**Please note** no loaned equipment must be left in cars as Derbyshire County Council’s insurance policy has no cover for this point .

Item	Serial No.

Parent/Guardian's Signature ..... **Date** .....