

Southam College



Charges and Remissions Policy 2018

Chair of Governors signature

A handwritten signature in black ink, appearing to read 'B. White'.

Headteacher's signature

A handwritten signature in black ink, appearing to read 'D. Jones'.

Ratified: September 2016

Review: September 2018



Stowe Valley Multi Academy Trust
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Charging and Remissions Policy Southam College

POLICY STATEMENT

The Governing Body of Southam College recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims 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.

The Governing Body accepts that it will not be able to pay for a wide range of experiences without additional sources of funding or by asking parents and guardians for voluntary contributions and charges in appropriate circumstances to enable trips and activities to take place.

The Governing Body aims to make all activities and trips accessible to all pupils through their remissions policy and use of the pupil premium funding.

This policy has been developed in keeping with the following legislation;

The Education Act 1996 states that education provided during school hours must not be charged for. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School.

Where trips predominantly take place during school hours it is not possible to levy a compulsory charge but parents and guardians may be asked to make a voluntary contribution.

No pupil may be left out of an educational activity because their parents cannot or will not make a contribution of any kind.

Where insufficient funds are received for an activity or trip through voluntary contributions and use of pupil premium funding and any other school funds to support remission of costs, an activity or trip may not be able to take place.

AIMS

To make all school activities accessible to all pupils.

To provide a process that allows activities to take place at a minimum cost to parents, pupils and the school

CHARGING POLICY

The governing body reserves the right to make a charge or request for voluntary contributions in the following circumstances for activities organised by the school.

Educational trips and activities taking place during school hours

No charges will be made for any activity or materials which are essential to fulfil the statutory curriculum.

Voluntary contributions may be asked for to enable extra activities, which are deemed educationally desirable, to take place. It may also be stated that such an activity will not be able to take place unless enough contributions are received to finance that activity. The contributions requested will reflect the cost of that activity less any subsidy from funds available to the school.

Materials required which result in a finished product in subjects such as art, photography, design and food technology may be charged for if students wish to keep the finished product.

Charges and costs for transport for work experience, community service, university open day visits and interviews will be the responsibility of the student but help to support these costs may be made through the remission policy.

Educational Trips, Residential Activities and Activities Taking Place predominantly outside School Hours

The full cost will be charged to each pupil of all approved activities and residential trips deemed to be optional extras, or educationally desirable, that are not a necessary part of the national curriculum, or part of a syllabus for a prescribed examination.

The full cost will be charged for each student for any board and lodging associated with a residential trip that is a necessary part of the national curriculum, or part of a syllabus for a prescribed examination.

Parents currently in receipt of Income Support or Family Credit, an income-based Job Seeker's Allowance or Disabilities Working Allowance will be supported by school funding and will not be charged for activities and board and lodgings for residential trips that are a necessary part of the national curriculum, or part of a syllabus for a prescribed examination.

Individual Instrumental Tuition

The College currently supports a proportion of the cost of all music lessons. Parents will be charged a set fee to cover the remaining cost for providing any instrumental tuition to students if the cost is not an essential part of the national curriculum or examination syllabus.

Fees will be payable one term in advance with a full terms notice being required to cancel music tuition.

Examination Fees

Parents will be charged for students who request to re sit any examination, have a paper remarked or request any copy of their examination papers. No charge will be made if any of these are made by the school on behalf of the student.

REMISSIONS

The Governing Body may wish to remit in full or in part the cost of other activities or for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chairman of Governors will make authorisation for such remission.

items that may be considered for full or part remission:

- Music lessons
- PE kit
- School uniform
- School related equipment, e.g. scientific calculator
- Home study equipment, e.g. desk, lamp
- Support in funding of curriculum focused visits e.g. Geography field trip
- Duke of Edinburgh

GENERAL

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary

