



# Charging & Remissions Policy

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Signed: 	Signed: 
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## **1. Introduction**

In accordance with Section 33 of the Schools Funding Agreement, the Academy Trust is required to determine the charging and remissions policies required to address Section 457 of the Education Act 1996 and for these to be approved by the Secretary of State for Education.

The Governing Body confirm their belief that this policy is in line with legislation.

The Governing Body recognises the valuable contribution that a wide range of activities including visits, after college clubs and residential experiences can make towards a student's personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

The Governing Body believe that no child should have their access to the curriculum limited by charges.

## **2. Annual Review of Charges**

All charges levied will be subject to annual review by the Governing Body.

Charges may be made for the following:

- Board and lodging on residential educational visits.
- Non educational visits.
- Music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination.
- Materials/ingredients required to produce a finished product made in school (e.g. in Art, Design, Food or Technology lessons), where parents have agreed in advance that the finished article should be owned by the parent/carer or the student.
- Entering a student for a public examination which is not prescribed in regulations, and for preparing the student for such an examination out of college hours.
- Entering a student for a public examination against the wishes of the college.
- Re-marking an examination paper where the re-mark is requested by the parent or student.
- Re-sits of prescribed public examinations where no further preparation has been provided by the College.
- Voluntary optional extras provided outside of college hours (or mainly outside college hours)
- College property damaged, defaced or lost by their child.

### **3. Recovering Costs**

The Governors have the right to seek to recover the following costs from parents:

- Examination fees when the student without good reason fails to either sit the examination or to complete the necessary requirements for it (including regular attendance at lessons preparing for it).
- Charges for board or lodgings or optional extras, which the parents/carers had undertaken to pay.

### **4. Voluntary Contributions**

The Governors may seek voluntary contributions from parents/carers for the benefit of the College in support of any College activity. Such contributions are genuinely voluntary with no obligation on parents/carers to contribute and with no difference in treatment between students whose parents have or have not contributed financially. This may include voluntary contributions towards ingredients in Food Technology.

### **5. Charging Principles**

- a) No charges can be made for statutory education in College hours.
- b) Charging is never a statutory requirement.
- c) No charge can be made for admission to the College.
- d) No charge can be made for entry to any prescribed public examination for which the student has been prepared at the College, except where the student fails, without good reason to meet the requirements of the examination.
- e) If a charge is permissible and is to be made, parents/carers must know of the charge in advance.
- f) Parents/carers can be expected to pay for transport home, to and from the activity sanctioned.
- h) Voluntary contributions can be made for any books, materials, instruments, equipment or incidental transport for use in connection with education during College hours or within the national curriculum or for statutory religious education or for a prescribed public examination prepared by the College.
- j) Recovery of costs for vandalism, breakages and fines is permitted.

## **6. Support Fund and Pupil Premium**

Requests for help from parents on eligible benefits will be considered and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters.

### **6.1 Eligible benefits include:**

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Universal Credit - In England, if you apply on or after 1 April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get).

Kingsthorpe College receives additional funding to support students whose parents have been in receipt of benefits at any point in the last 6 years (Pupil Premium). This funding is used to support student's attainment, aspirations and progress. Requests for financial assistance from parents/carers will be considered.

Where a parent does not receive an eligible benefit, the College will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the visit or event takes place.

## **7. Visits charging and remissions**

Kingsthorpe College acts in accordance with sections 449-462 of the Education Act 1996 and the 'Charging for school activities' (DFE) document which sets out the law on charging for school visits.

The following principles apply:

- All visits based on particular curriculum subjects and necessary to follow the course are funded on a voluntary contribution's basis. These contributions are required in order for trips to run.
- Any visit deemed to be a reward trip, or not essential to following the curriculum, has to be paid for in full.
- Deposits collected for visits are done so according to the tour operator or booking agencies regulations. Therefore, they are non-refundable in most cases.
- If a student decides not to participate in a reserved visit, cancellation will be accepted in writing only from the parent/carer, and the cancellation charges of the tour operator or booking agency will apply.
- Kingsthorpe College will attempt to fill cancelled places and obtain refunds, but this is not guaranteed.
- If parents cannot make the full contribution due to financial restraints, or their children are entitled to Free School Meals or are eligible for Pupil Premium Funding, parents should make contact with the Senior Finance Officer as the College for advice, on 01604 716106.