

Charging & Remissions Policy

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Samantha Fuell

Ratified by Governors

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1. Introduction

- 1.1. This policy is based on advice from the DfE May 2018 legislation 'Charging for School activities. Departmental advice for governing bodies, school leaders, school staff and local authorities'. Sections 449-462 of The Education Act 1996 sets out the law on charging for school activities in local authority school in England. Academies are required to comply with this act through their funding agreement. This policy complies with this.

2. Curricular trips and visits during the school day or outside the school day

- 2.1 It is not our policy to charge for such activities as visits and trips that take place during the school day. However, we do seek voluntary contributions from parents, while offering the assurance that no student will be excluded from such activities if a contribution is not made. We seek to ensure that students and families are made aware of the support available to them. At Priestlands, this means letters asking for contributions will always advise to write to the Headteacher in confidence if support is needed.
- 2.2 In addition to free provision of education during the school day for all students, students who are in receipt of one of the following benefits will receive 100% discount on the tuition fees for their first instrument only, further instruments are charged at the full rate:- Income Support; Income-based Jobseekers Allowance; Income-related Employment and Support Allowance; Support under Part VI of the Immigration and Asylum Act 1999; the guaranteed element of State Pension Credit; Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs); Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit; During the initial roll out of the benefit, Universal Credit. parents are low income that are eligible to claim for Free school meals, may still be asked for contributions.
- 2.3 Contributions may be requested for:
- 2.3.1 Board and lodging on residential visits.
- 2.3.2 The proportionate costs for an individual of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
- Travel
 - Materials and equipment
 - Support staff costs
 - Entrance fees
 - Insurance costs
- 2.4 If insufficient contributions are received the Headteacher will determine whether the trip or visit can proceed.

3. Extra-curricular trips and visits outside of the school day (non residential)

- 3.1 Parents who agree to their child attending an extra-curricular trip are agreeing to pay the full cost of the trip with no financial support from the school. If parents subsequently cancel their child's place or the child cannot attend on the day, they are responsible for paying all costs incurred.

4. Extra-curricular residential trips

- 4.1 Parents who agree to their child attending an extra-curricular residential trip are agreeing to pay the full cost of the trip with no financial support from the school. This may include a 1% admin charge which is declared to parents at time of launch.
- 4.2 The school asks for a deposit to be made for all trips, this is non refundable once a place has been confirmed and is stated within the original correspondence.
- 4.3 If parents subsequently cancel their child's place, they are responsible for paying all costs incurred, including the cancellation charge levied by the tour operator. All monies on account, less this cost will be refunded directly to the parents.
- 4.4 If the school has to cancel a trip under extreme circumstances then all monies on account with the school, less the cancellation fee of the tour operator will be refunded directly back to parents. An insurance claim will be made on the students behalf for the remainder of monies paid, in line with the insurance terms and conditions.
- 4.5 If a student cannot attend through illness at the time of travel or becomes ill that means the trip is no longer viable for them, an insurance claim will be made on the student's behalf in line with the insurance terms and conditions.

5. Pupil Premium

- 5.1 Students who are eligible for pupil premium, Priestlands School will fund:
 - Curriculum trips which take place during the school day
 - Sporting opportunities where the pupil is representing the school
 - Individual resources including revision guides
 - Other requests which are considered by the Headteacher

6. Instrumental Music Tuition Pupil Premium

- 6.1 Charges are made for group tuition in the playing of a musical instrument; **current charges are £90 per term with the exception of:-**
 - Students studying GCSE Music will not be charged for tuition for their first instrument
 - Parents who are eligible for free school meals and in receipt of one of the following benefits will receive 100% discount on the tuition fees for their first instrument only, further instruments are charged at the full rate:- Income Support; Income-based Jobseekers Allowance; Income-related Employment and Support Allowance; Support under Part VI of the Immigration and Asylum Act 1999; the guaranteed element of State Pension Credit; Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs); Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit; During the initial roll out of the benefit, Universal Credit.
 - Students who are eligible for pupil premium will receive a 100% discount on the tuition fees for their first instrument. Subsequent instruments are charged at the full rate
 - Parents whose children borrow school musical instruments may be asked to contribute towards their maintenance.

- Parents are able to request individual tuition at a cost of £180 per term.

7. Resales and other contributions

- 7.1 The school will sometimes offer resales for the following where parents have indicated they would like to receive the finished product or equipment:
- Materials / ingredients for technology
 - Art equipment and supplies
 - Revision guides to support subjects.
 - Costumes to support school performances
- 7.2 These will be at cost only and not for profit.

8. Examinations

- 8.1 We will charge parents the full cost of:-
- Re-sits for public examinations where no further preparation has been provided by the school.
 - Costs of non-prescribed examinations and preparations for such examinations outside school areas.
 - Exam entries where a pupil has not completed their coursework, or not attended for, or are disqualified from a public examination for which parents have previously agreed the entry.
 - Any other education, transport or examination fee unless charges are specifically prohibited.

9. Publications

- 9.1 There will be a small charge for copies of school publications to cover the cost of copying and postage where appropriate.

10. Work Experience

- 10.1 There will be a charge for a split placement, where students attend two settings, for safeguarding checks. This will be detailed in letters relating to work experience.

11. Damage and/or theft to school property

- 11.1 The school will seek to recover any financial loss incurred as a result of damage or theft to school property caused by individual students.

12. Requests for pupil information

- 12.1 The school will make a charge for photocopying information from student files at the request of parents at a charge of 5p per copy.

13. Charges for withdrawal from Courses taught at other schools or colleges

- 13.1 If students withdraw from courses taught at other schools or colleges after they have been accepted onto the course and the school are still liable to pay for the course, the school will seek to recover these costs from parents.