Falconer School

CHARGING & REMISSION POLICY

Last Reviewed	September 2021	Next Review	September 2026 or changes to Benefits
Reviewed By Head Teacher		Date	September 2024

Rationale

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parent/carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Roles & Responsibilities of Head teacher, Other Staff & Governors

The head teacher, staff and governors will ensure that the following applies:

1. No charges will be made for

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- entry for a prescribed public examination, if the pupil has been prepared for it at the school*
- examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school
- education provided on any trip that takes place during school hours

- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip.

**** If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.***

2. Activities for which Charges may be made

a) Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential Activities

This includes board and lodging costs of residential trips deemed to take place during school time, although pupils whose parent/carers are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.
Residential trips deemed to take place outside school time (other than for those activities listed in 1 above) may also be charged.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as
"optional extras". Charges will not exceed the actual cost (per pupil) of provision

c) Music Tuition

For individual music tuition that is an optional extra, where it does not form part of the syllabus for a prescribed public examination and is not required by the national curriculum.

d) Examinations

In the following limited circumstances:

- In the case where the school enters the pupil but where their preparation has been through private tuition or, in the case of re-sits the pupil has received no further preparation since his/her earlier examination
- For non-prescribed examinations for which pupils are being prepared with their parent/carers agreement

- Where the parent/carer asks for the examinations results to be re-scrutinised or asks for photocopies of completed scripts
- Where the school recovers wasted examination fees if a pupil fails without good reason to complete the examination requirements

e) Materials

For the ingredients/materials for products in Technology and Visuals Arts if the parent/carer has indicated in advance that they wish to have the finished product (where this is not the case parent/carers may be asked to contribute ingredients/materials on a voluntary basis).

f) Replacing damaged items

For the cost of replacing damaged items as a result of the pupil's behaviour.

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parent/carers in particular circumstances.

This includes parents/carers in receipt of:

- Employment and Support Allowance
- Disability Living Allowance
- Industrial injuries benefit
- Over 80 Pension
- Pension Credit
- Retirement Allowance
- Severe Disablement Allowance
- War Disablement Pension

And can prove that the child lives with them for most if not all of the time.

4. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parent/carers can plan ahead
- we have established a system for parent/carers to pay in instalments and to secure their place on the trip by payment of a small deposit

- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

6. Subsidy

The school will subsidise certain activities to a limited extent as funding allows. This is at the discretion of the Head teacher.

7. Contributions and Donations

The Governing Body may from time to time amend the categories of activities for which a charge may be made. The school may invite parents/carers to make voluntary contributions towards the costs of activities which take place during school time. In no case will the charge for each pupil exceed the actual cost. Parents/carers 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 or treated differently by reason of inability to make a voluntary contribution.

In principle the Governing Body supports the seeking of sponsorship from external sources including parental donations. In addition, the school offers opportunities for parents/carers to take part in fundraising activities or to contribute by giving their time.