



LORDSWOOD GIRLS' SCHOOL & SIXTH FORM CENTRE

This policy is called:	Charging & Remissions Policy
It applies to:	Lordswood Girls' School and Sixth Form Centre
Person responsible for its revision:	Headteacher
Status:	Statutory
Website?	On public website
Approval by:	Trust
Review frequency:	Two yearly
Date of last review:	June 2020
Date of next review:	June 2022

RATIONALE

Lordswood Girls' School & Sixth Form ('the school') recognise the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' personal and social education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional, optional activities.

GUIDELINES

Curriculum activities

A voluntary contribution may be requested for visits and activities which take place during curriculum time. If insufficient contributions are received, the visit / activity will be cancelled. This information will be communicated to parents/carers in the initial letter.

The school reserves the right to make a charge in the following circumstances for activities organised by the school:

Activities in School Hours

The board and lodging element of the following residential activities deemed to take place within school hours:

- adventure activities
- courses and events organised by external bodies
- experience of foreign travel
- field study courses.

Activities Outside School Hours

The full cost to each student of the following activities deemed to be optional extras taking place outside school hours:

- visits taking place out of school hours e.g. at the weekend or during the holidays
- ski trip
- concerts
- environmental study visits
- lectures by external bodies
- musicals
- museums
- physical education activities
- theatre visits
- visits to places of worship or interest.

Parents who can prove they are in receipt of the benefits listed below will be exempt from paying the cost of board and lodging for any residential activity that the school organises for students if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school (see below);
 - c) part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school (see below);
- transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education);
- board and lodging for a student on a residential visit;
- extended day services offered to students e.g. breakfast or after school clubs
- a charge, based on the cost per copy, will be applied for copying papers within student files

Examination fees

- No charge will be made for examination fees where a student has been prepared for a prescribed public examination.
- Where a student has not been prepared for a prescribed public examination by the school, the school will make a charge for the cost of entering the student for the examination, as they can for entries to non-prescribed examinations whether or not prepared by the school.
- The school will not pay for any re-sits unless;
 - i) The student is being prepared for the re-sit. Re-sits of GCSEs post-16 are currently restricted to English and mathematics where tuition is provided.
 - ii) The school believes that the student's performance has been adversely affected by staff absence.
- If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the school may recover the fee from the parent(s)/carer(s). This includes the requirements for attendance and completion of any controlled assessments / coursework.
- The school may refuse to pay for a student to enter an examination on the grounds that (s)he is extremely unlikely to meet the standards required by the Examination Board. If, in the event, the student subsequently passes the examination a full refund will be given.

Music Tuition

- In accordance with the Charges for Music Tuition (England) Regulations 2007, parents will be asked to meet the cost of vocal or instrumental tuition provided either individually, or to groups of any size, where the tuition is provided at the request of the student's parent.
- No charge will be made in respect of a student who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).
- If a student is taking a public examination in music where performance is an element of the course, s/he will receive free tuition on their main instrument.
- Students in receipt of free school meals who receive peripatetic music lessons will be charged at half the standard rate. Pupil Premium funding will be used to subsidise these lessons.
- The cost of peripatetic music lessons is payable termly in advance.

Charging in kind

Food Technology

In this subject, the school may charge for ingredients or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

Breakages/Damage/Loss

Students breaking, damaging, defacing equipment or any part of the school premises may be asked to pay for repair of the same. Charges will also be made for any equipment, books or replacement of cashless catering or ID cards lost by students to enable replacements to be obtained.

GENERAL

- The school may, from time to time, amend the categories of activity for which a charge may be made.
- The school may invite parents to make a voluntary contribution at the start of each academic year. This money will be held in the School Fund account for use in enriching the educational experience of students. Use of this fund will be based on discussions with the School Council and parents.

MONITORING

The implementation of this policy will be monitored by the Senior Leadership team and the policy will be reviewed by the Premises Committee of the Governing Body every two years.

Source:

Department for Education: Charging for School Activities 2014
Council for Learning Outside the Classroom: Charging Policy
Charges for Music Tuition (England) Regulations 2007