



Charging and Remissions Policy

Person Responsible	Board of Governors
Last Review:	January 2017, S. Lockyer
Approved from:	June 2017
Date of next review:	2018

Policy Aims

In accordance with its Funding Agreement and the DfE's guidance (2014), Grove House School will comply with the Education Act 1996 with regard to charging. The following policy summarises the charges the school will make for defined activities and visits, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers. The school will ensure that this policy is well-publicised and that parents on low incomes are informed of support available when being asked for contributions.

Responsibilities

Governors are responsible for determining the content of the policy and the Headteacher for its implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and the Local Academy Committee (Governors).

Charging

Grove House School provides a rich variety of learning opportunities for its pupils, including a range of practical activities, visits and residential trips. Functional situations can offer very vivid learning experiences for pupils as well as providing opportunities for developing life skills and links with the local community. The school acknowledges, however, the right of every pupil to receive free education and understands that activities offered wholly or mainly during teaching time must be made available to all pupils regardless of their parents' ability or willingness to help meet the cost.

Legislation allows the school to invite parents to make voluntary contributions for the benefit of the school or any school activities. Accordingly, the school reserves the right to ask parents for a voluntary contribution towards:

- The cost of any activity which takes place during school hours
- The cost of school equipment
- School funds generally

There will be no obligation to make any contribution or consequence for a pupil whose parent has chosen not to make a donation.



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Charges to parents may, for example, include:

- Materials, books, instruments or equipment where the pupil's parent or carer wishes to own them
- Instrumental and vocal tuition provided at the request of the parent
- Examination entry, where the student has not been prepared for the examination or re-sit in school
- Examination entries or re-sits where the student fails to meet the examination requirement for a syllabus (this includes failure to complete the necessary coursework or fails, without good reason, to attend the examination)
- A 'finished product'.

In practical subjects, so that students may experience a wide range of activities and develop essential basic skills, a number of items will be made either to take home and keep or to consume on the premises. Therefore, a letter will be sent to all parents at the beginning of the school year, and to parents of students admitted during the school year, asking them to make a voluntary contribution for materials and equipment used in this way. Where parents have indicated in writing that they wish to own a finished product, a charge will be made. The charge shall not exceed the cost of the materials used by the student.
- The letting of the school's premises as a community facility
- Activities provided outside of school time that are not part of the National Curriculum, part of the syllabus for a prescribed public examination or part of religious education
- Trips and Visits
 - The school is permitted to charge for the provision of educational services by a third party; the school will ensure that the monies are paid directly to the third party organisation.
 - Parents cannot be asked for a compulsory payment for any visit that is taking place during a normal school day or is a necessary part of an examination syllabus. Voluntary payments (including full staff costs) can be requested but if the visit proceeds, pupils wishing to go but whose parents are not prepared to pay, must be allowed to attend. They cannot be subsidised by other parents. This will probably mean that insufficient funds will be available and the member of staff involved will seek additional funding from the Headteacher/PTFA.
 - Parents can be asked to meet the full cost of any trips that take place outside of normal school hours. This compulsory payment cannot include subsidising pupil unable to pay and staff costs. Staff costs are to be met on a voluntary basis but the visit will not proceed unless these costs are met in full.
 - Residential visits where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, can be classified as optional. As an optional trip, the cost of board and lodging for the student can be passed on to parents. This cost will not exceed the actual cost of the provision and prior written confirmation from the parent is required that s/he is willing to pay the charge. The cost of staff accommodation, insurance and



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transport must be obtained by voluntary payments if the trip is to go ahead.

- Breakages and fines

Parents may be charged for the cost of replacing damaged or lost equipment as appropriate where the loss is the result of a pupil's behaviour.

Remissions

Pupils whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. Charges will not be made for any of the above if the parent is:

- In receipt of income support
- In receipt of an income-based jobseeker's allowance
- In receipt of any other benefit or allowance, or entitled to any tax credit
- Supported by the National Asylum Support Services
- In receipt of Invalidity Benefit or Widowed Parent's Allowance
- Other exceptional cases not falling within the criteria listed above

The Headteacher in consultation with the Chair of Governors will give authorisation for such remission. Complete confidence will be observed in such matters.