

# Charging & Remissions Policy

<b>Version Number</b>	1
<b>Date of Issue</b>	July 2021
<b>Date Approved</b>	July 2021
<b>Date for Review</b>	July 2022
<b>Approved By</b>	Full Governing Body
<b>SLT Member Responsible</b>	Director of Finance & Resources

# Policy

The Brooksbank School (academy status) provides free education for registered students, provided it takes place wholly or mainly during school hours.

School hours are those when a school is actually in session, not including mid-day break.

The main exception is that a charge may be made for individual musical tuition, except where it is required to fulfil a prescribed public examination, or is within the requirements of the National Curriculum.

Under certain circumstances a third party may charge parents direct for activities organised in school hours.

Charging is permitted for education provided out of school hours, unless it is required to fulfil a prescribed public examination, is within the requirements of the National Curriculum or to fulfil statutory duties relating to religious education when only charges for board, lodging or residential trips can be made.

Governors can choose to remit charges in whole or part.

Charges must be remitted for board and lodgings to students whose parents receive income support or family credit if the activity takes place during the school hours or is covered by the criteria relating to public examinations, national curriculum or religious provision.

Voluntary contributions may be requested for any activity provided it is clear that there is no obligation to contribute and that there will be no differentiations between those who contribute and those who do not.

## **Charging for Musical Instrument Tuition**

Instrument tuition may not be charged if the activity is provided to fulfil the requirements of the syllabus of a prescribed public examination, the National Curriculum or statutory duties relating to religious education.

Parental agreement must be obtained before students are given tuition that is to be charged for.

## **Charging for Board and Lodging**

Board and lodging may be charged for whether or not the visit takes place within school time and whether or not the activity is provided to fulfil the requirements of the syllabus of a prescribed public examination, the National Curriculum or statutory duties relating to religious education.

Charges for board and lodging must not exceed the actual cost to the pupil.

Governors may consider whether to remit charges in other circumstances as guided by the school pastoral staff

## **Charging for Optional Activities**

Optional activities are activities which take place either wholly or mainly outside school hours and they are not part of a prescribed public examination, required to fulfil the national curriculum or religious education.

Participation is based on individual choice, with parental agreement to pay for the provision.

Charges can cover travel, board and lodging, materials, books, instruments and other equipment, staff costs, entrance fees and insurance.

The charge can be based on the total cost of the activity divided equally by the number of participants. The cost cannot exceed the total cost of the activity.

## **Charging for Examinations**

Governors are required to enter a student for each exam syllabus for a prescribed public examination for which the student has been prepared. This requirement can be lifted if there is an educational reason for not entering the student or if the student's parents request, in writing, that the student is not entered.

If a student fails to complete the requirements of the public examination which the school has paid for and has no good reason, then the examination fee can be recovered from the parents.

If a student is to be entered in an examination other than a prescribed public examination, the fee can be recouped from the student's parents, provided their agreement has been obtained in advance

## **Charging for Cost of Ingredients, Materials, etc.**

Students have a right to access a full curriculum entitlement in terms of practical activities, regardless of ability to pay. Parents may make a voluntary contribution to these costs. School may make a charge for these items if the parents agree that they wish to own the finished product. However, there are occasions when students and parents may pay for materials and ingredients which will enhance or extend the scope of a particular activity.

## **Charging for Transport during School Hours**

No charge will be made for transporting students between sites during school hours for educational activities

If a student uses transport not provided by the school to travel from home to an activity sanctioned by the school but not provided by them, the parents may be required to cover the cost (e.g.: travel to work experience venues)

## **Charging for Damaged or Lost Items**

The school may charge parents for the cost to replace items broken, damaged or lost if it is due to student behaviour