



Abbot Beyne School

Policy:	Charging and Remission Policy
Person Responsible:	Miss N Wagstaff (Bursar)
Governors' Committee:	Policy and Finance
Date Adopted:	2009
Revised Date:	March 2021
Next Review Date:	March 2022
Signature:	

SCHOOL ACTIVITIES CHARGING AND REMISSION POLICY

Introduction

Under the terms of the Education Reform Act 1988 the Governing Body is required to formulate and publish its policy on charging and remissions. The essence of this policy is that, whilst the school will as far as possible recover legitimate costs, no student shall be deprived of the opportunity to take part in the programme offered by the school if financial constraints make payment of a voluntary contribution difficult. The Governing Body wishes to promote the widest range of opportunities and activities within its delegated funding, and to ensure that all students are able to participate.

Policy

1. A charge will be made for all board and lodging costs on residential visits, except where students are entitled by law to remission of such charges. A charge may also be made to offset the cost of supply teachers engaged to cover staff accompanying a residential visit.
2. A charge will normally be made for activities, wholly or largely outside school hours, which are not requirements of:
 - a) the National Curriculum or
 - b) statutory religious education or
 - c) a prescribed public examination.
3. There will be no charge for an activity which is deemed essential in curricular terms, although charges will be made for board and lodging, where appropriate and voluntary contributions may be sought.
4. No charge will be made for examination entries provided that:
 - a) the examination follows a course of study at the school in the academic year in which the examination is taken and
 - b) the student has completed satisfactorily the requirements of the examination, and has attended for the examination at the designated time and place and
 - c) the student is taking the paper(s) or module(s) for the first time. The entry fee, plus a small administration fee, will be payable for resits, taken against the advice of the school.
5. No charges will be made in respect of any of the courses of study offered by the school as part of its curriculum, except where parents / carers have indicated in advance their willingness to pay for materials or purchase a product arising from a course.
6. Students whose parents are in receipt of the following support payments will be entitled to remission of charges:
 - Income support;
 - Income-based Jobseeker's Allowance;
 - Support under part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the amount specified at the time;

The Headteacher and Governors also have discretion to remit charges in cases of individual hardship or other exceptional circumstances.

7. Parents / Carers will be asked to make contributions on a voluntary basis for certain school activities, both in or out of school time, where compulsory charges cannot be made. This will assist the school in its aim of providing as wide a range of educational opportunity as possible. If sufficient voluntary contributions are not forthcoming, the activity may not take place.
8. The school will seek to recover the full cost of damage to, or loss of, school property whether caused wilfully or by the negligence of students.
9. Wherever a charge is made or a voluntary contribution requested, the amount will not exceed the anticipated full true cost of the activity, product or service. Where the final cost is lower than anticipated, a refund will be offered if the amount per person is in excess of £5.

10. In order to reduce the impact of its charging policy on parents / carers, the school encourages parents / carers to support its School Fund or to make an annual contribution to the School Fund. It also welcomes general fund-raising on behalf of the school and appropriate forms of sponsorship by outside bodies or individuals.
11. The governors wish to encourage the take up of instrumental music tuition at the school and to use a sum from the delegated budget to reduce the cost to parents / carers. The charge is set and approved by governors annually and aims to recoup up to 60% of the cost of the school's Service Level Agreement with Entrust Music and Performing Arts, subject to the provisions of paragraphs 3 and 6 above.
12. The Governors wish to encourage the use of mobile technology in the form of i-Pads within the school. Where i-Pads are made available to students from Year 8, parents will be asked to contribute an amount per week for use of the i-Pad. On leaving the school in Year 11 the student may, on request, be able to purchase the i-Pad, at a fair market value which takes into account any contributions already made.