



# Charging and Remissions Policy Reviewed September 2016

*All policies at GSSC are written to reflect Statutory Requirements or National Guidance and updated in accordance with this. There are times when the Government or Local Authority provide updates to policies that are outside of the policy review schedules. In such instances, an appendix will be added to policies to reflect these updates until the Governing Board can ratify these amended policies. These appendices will supersede previously issued Statutory Requirements or National Guidance.*



Policy Written by/date:	Signed/Date: Chair or Vice Chair	Policy due for review:
Terry Hollowell September 2016	<i>Jane Brand 26/9/16</i>	September 2017

This Policy is linked to the following School Policies and/or Procedures

Curriculum Policies	School Policies	School Business/Finance Policies
<ul style="list-style-type: none"> <li>• Curriculum</li> <li>• SEN</li> <li>• English (incl Library)</li> <li>• Art</li> <li>• DT</li> <li>• Forest Schools</li> <li>• Humanities</li> <li>• Maths</li> <li>• P.E</li> <li>• PSHE</li> <li>• ICT/Computing</li> <li>• R.E</li> <li>• Collective Worship</li> <li>• Science</li> <li>• Sex and Relationship Education (SRE)</li> <li>• Careers</li> <li>• Post 16 (inc Consortium)</li> <li>• Communication</li> <li>• ASD</li> <li>• Music</li> <li>• School Council</li> <li>• Spiritual, Moral, Social and Cultural/British Values</li> <li>• Teaching and Learning</li> <li>• Conductive Education</li> </ul>	<ul style="list-style-type: none"> <li>• Child Protection and Safeguarding</li> <li>• Inclusion</li> <li>• SEN Report</li> <li>• Appraisal</li> <li>• Positive Intervention</li> <li>• Prospectus</li> <li>• Pupil Attendance</li> <li>• Anti—Bullying</li> <li>• Designated Teacher (LAC)</li> <li>• Exclusions Policy</li> <li>• Volunteers</li> <li>• Animal Visits</li> <li>• Educational Visits</li> <li>• Exams/Accreditation</li> <li>• Staff Dress Code</li> <li>• First Aid Health and Medications</li> <li>• Intimate Care</li> <li>• Manual Handling/Mobility</li> <li>• Initial Teacher Training</li> <li>• Planning, Preparation and Assessment</li> <li>• Continuing Professional Development</li> <li>• Teaching Assistants</li> <li>• Well-Being of Staff and Student</li> <li>• SEF</li> <li>• SDP</li> <li>• Bereavement</li> <li>• Management of Incident Involving Drugs</li> <li>• Use of Video and Photography</li> <li>• Acceptable Use</li> <li>• E-Safety</li> <li>• Non-Smoking Policy</li> <li>• Complaints</li> <li>• Assessment, Recording and Reporting</li> <li>• Parental Involvement</li> <li>• Student Participation</li> <li>• Home School Agreement</li> <li>• Healthy Eating</li> <li>• Transition</li> <li>• Pupil Premium</li> </ul>	<ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Confidentiality</li> <li>• Pay Policy</li> <li>• Register of Business interests of HT and Governors</li> <li>• Accessibility Plan</li> <li>• Charging</li> <li>• Freedom of Information</li> <li>• Publication Scheme</li> <li>• Staff Grievance</li> <li>• School Companies</li> <li>• School Income</li> <li>• Lettings</li> <li>• Code of Conduct</li> <li>• Governor Allowances</li> <li>• Allegations of abuse against staff</li> <li>• Health and Safety</li> <li>• Retention of data</li> <li>• Recruitment and Selection Policy (Safer Recruitment)</li> <li>• Governing Board Succession Planning</li> <li>• Whistleblowers</li> <li>• Instrument of Government</li> <li>• Staff Discipline, Conduct and Grievance procedures</li> <li>• Equal Opportunity Policy</li> <li>• Equality Duty</li> <li>• Staffing Structure</li> <li>• Staff Attendance Planned</li> <li>• Staff Attendance Unplanned</li> <li>• Anti-Harassment</li> <li>• School Emergency Plan</li> <li>• Critical Incidents</li> <li>• Transport</li> <li>• Pool Safety and Procedures</li> </ul>

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# GSSC

## Charging and Remissions Policy

### **Introduction**

This revised policy was reviewed in September 2016 by the School Business Manager in conjunction with the School Business Committee. It was approved and adopted by the Governors ..... It will be monitored and reviewed annually as part of the school's monitoring cycle or sooner if required.

### **Purpose:**

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy the term "parents" means all those having parental responsibility for a child).

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.

### **Details of Policy:**

Charges are not made for:

- admission to the School
- education that takes place during officially recognised School hours (but see below)
- activities relating specifically to the School Curriculum
- entrance fees for prescribed examinations
- transport costs during School hours (but see 'Voluntary Contributions')
- School equipment, materials, facilities, etc.
- activities or visits taking place wholly or mainly during School hours (i.e. at least 50% during School time)
- education which relates to:
  - syllabuses for prescribed examinations
  - the implementation of the National Curriculum
  - Religious Education
  - musical tuition if it forms part of the curriculum or a prescribed syllabus
- individual music tuition (instrumental and vocal) for which there is a parental agreement and where it does not form part of the curriculum or part of the syllabus for a prescribed examination

### **Charges may be made for:**

- optional extra activities which take place wholly or mainly outside School hours (i.e. at least 50% outside School time) and which are based on parental choice
- wilful damage to School property, equipment or furniture
- lost or damaged text or exercise books

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- ingredients and materials for subjects such as DT and Food Technology where parents have indicated a wish to own the finished product (payment could be in kind)
- the recovery of examination fees where the student fails, without good reason/medical certificate, to complete the examination requirements for any public examination for which the School has paid an entry fee
- examinations for which a pupil has not been prepared in School or during School hours
- board and lodgings on residential visits

### **Residential Visits**

Charges for visits outside School hours (i.e. more than 50% of the time) can include:

- travel costs
- board and lodgings
- materials, books, instruments and other equipment
- non-teaching staff costs
- entrance fees to museums, theatres, castles, etc
- insurance costs

In certain circumstances there is no charge for board and camp lodgings where parents are in receipt of income support or family credit. These 'out of School' visits are not a matter for Governors' financial control; they come within the control of the Headteacher and the organising staff.

Visits during School hours (i.e. more than 50% of the time) can include:

- no charge for education provided
- no charge for travel
- charges may be made for board and lodgings (see above)

### **Remission of Charges**

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing body will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of Governors.

### **Voluntary Contributions**

- These may be requested for any activity, whether during or outside School hours, residential or non-residential
- there is no restriction placed on the use which can be made of such contributions
- there will be no obligation to contribute
- students will not be treated differently according to whether or not their parents have contributed

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- if an activity/visit etc cannot be funded without certain voluntary contribution and if these indicated contributions are not forthcoming, the activity/visit might not take place. This policy will be kept under review and parents will be informed in writing of any changes as and when they are made.
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