



Approved by: FGB

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Status and Review Cycle 3 yearly

Person(s) responsible Katie Clarke

Last reviewed on: 9th May 2019

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Kings International College - Charging and Remissions Policy

Purpose

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. Under the terms of the Education Act 1996, the Governing Body of Kings International College must have a policy on charging students to participate in school activities. This policy sets out when the school will make charges.

By law, students may not be charged for taking part in activities that take place during the school day, however parents may be asked for voluntary contributions.

Roles & Responsibilities

The Headteacher has discretion on the proportion of costs of an activity which should be charged to public or non-public funds.

The Chair of Governors and the Headteacher have delegated authority to determine the implementation of this policy on any individual case.

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Admissions – No charge shall be made in respect of admissions.

Provision of Education – No charge shall be made in relation to the education of registered pupils where education is provided during school hours or where education is provided outside of normal school hours but is required as part of the syllabus/curriculum.

The school may charge persons who are not registered pupils for education provided or for facilities used.

Musical Instrument Tuition – No charge shall be made for tuition that is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and by the school. The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Public Examinations – No charge shall be made for entry to a prescribed public examination where the student has been prepared for the examination at the school, but charges may be made for entries in other circumstances.

Charges may be applied for entry to examinations for which the student has not been prepared by the school.

A charge will be made where a parent requests a re-mark of a paper. This charge will be refunded if the new grade exceeds the original.

Parents of students re-sitting examinations to achieve a higher grade will be expected to meet all examination fees (unless the student is being prepared for the re-sit at the school).

Fees may also be recovered from parents of students who fail to complete coursework or fail to attend an examination for other than duly certified medical reasons.

Property – A charge will be made for any materials, books, instruments, or equipment where the parent wishes the pupil to own them.

Visits & Activities

The school will request voluntary contributions for activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no pupil is excluded from such activity by reason of inability to make voluntary contribution.

Where places are limited they will be allocated on a first come basis unless stated otherwise and the school reserves the right to exclude students from participation upon behavioural grounds, any such decision shall be made by the Headteacher.

The school will seek payment for any unrecoverable costs (including deposits), where a student or parent withdraws from a visit or activity which they have agreed a contribution to without just cause or reason.

Visits during the school day – A voluntary charge shall be made to cover the cost of educational visits and activities where these can only be provided with sufficient voluntary funding. Pupils will not be treated differently according to whether or not their parents have contributed. Where the level of non-payment renders a trip financially unviable consideration will be given to cancellation.

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, the trip can be classified as optional and a charge will be levied.

If a visit is deemed to take part during the school day, or is part of the national curriculum or is preparation for a public examination then a charge for the cost of board and lodgings will be made.

Optional Extra Visits – Visits that take place beyond the school day or as part of an extra-curricular activity may be charged and parents are expected to meet the full cost of the trip.

Breakages – The financial cost relating to breakages/damages/fines are recoverable from parents and can be pursued as a civil debt.

Practical Subject Charge – charges will be made for materials and ingredients for practical subjects where parents indicate they wish to receive the finished articles. The policy however is to blanket charge all eligible students and to only allow those that have paid to take work home. Any student involved in projects where materials are uniquely expensive pay for material in advances. The school classes such income as class sales.

Apprenticeships/college placements – The school will seek payment from parents for the costs paid by the school for an apprenticeship or college placement where a student decides to change this option.

Work Experience - Where parents request their child takes part in Work Experience they will be asked to cover the cost incurred in setting the placement up.

Extended day services (such as breakfast clubs, after-school clubs, homework sessions) – Whilst the school is legally entitled to charge for these 'optional extras' the school currently offers a range of out of school activities to all students free of charge. The school reserves the right to charge for any activities where the school will incur additional costs.

Mufti – Participation in Mufti is voluntary. Students who wish to participate shall make a £1 contribution to the designated charity or the School Council funds. Students not participating in mufti shall wear full uniform.

Participation in any ‘optional extra’ activity will be on the basis of parental choice and consent is mandatory. The parent/carer has to have a willingness to meet the charges or a pre-agreed concessionary rate. When any activity is arranged by the school, parents will be notified in writing of the criteria for allocating places if the trip has limited spaces.

Remission of Parent/Student charges

Parents who find themselves in financial difficulties may apply to the school for financial support. Reference will be made to the free school meal list and any other evidence provided. The decision on the level of remission will be made by the Headteacher.

Basic Principles

The law governing this policy is contained in:

- *The Education Act 1996: sections 402, 450-458, 460*
- *The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999*
- *The Education (Schools and Further Education) Regulations 1981*
- *The Education (Prescribed Public Examinations) Regulations 1989*
- *The Education Reform Act 1988.*