



NORTON COLLEGE

Policy: Charging & Remissions Policy

Member of Staff Responsible: Business Manager

Governors' Committee: Business Committee

Approved on: 13th February 2019

Review Date: February 2020

Signed off by:

A handwritten signature in cursive script, appearing to read 'Karron Young'.

Chair of Governors: Karron Young

Date: 13th February 2019

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We believe in the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved. In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996, no charges are made to any registered pupil for any books, materials, equipment or apparatus used during school hours. We apply the charging policy in line with Section 457 of the Education Act 1996, which allows charges to be made for residential school trips and artefacts made in school and taken home. Questions and queries about this policy or discussions regarding the application of this policy to an individual student can be addressed by contacting the main school office and a senior member of staff will deal with enquiries in confidence.

Voluntary Contributions

Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Pupils will not be treated differently according to whether or not their parents have contributed in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.

In normal cases, letters sent out when a charge is made (e.g. for a trip) will be accompanied by a clear verbal instruction by the organiser that arrangements may be available to support parents/families who are eligible for remissions. The school keeps a "hardship fund" which is administered by the Business Manager, following a recommendation for support by the Headteacher or Senior Deputy Headteacher. Faculties can seek support for students via their line manager for activities that would normally incur a charge according to the policy.

Specific examples of how this policy may be applied:

School Trips & Visits

Day Trips: No charge will be levied in respect of day trips that take place during school hours and are part of the curriculum.

Residential Trips - Essential: For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

Residential Trips - Non-essential: For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a) if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip;
- b) if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Examination Entries

A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination. A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/carer wishes the pupil to be entered (or the pupil him/herself when over 18 years old). In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost. A charge may be levied for pupils re-sitting an examination. A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee. The charge levied above will be the cost of the examination entry, plus any applicable centre administrative fee.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, however if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

The school levies charges in respect of individual music tuition and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. The cost of peripatetic instrumental instruction is subsidised by the school and charges are explained and agreed via Head of Department - Music. A further discount is available to pupils whose families are entitled to free school meals.

Out of School Activities

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. If a pupil is prepared, outside school hours, for an examination that is not set out in regulations, a charge will be levied for tuition and other costs. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Business Manager.

Home to School Transport

From the beginning of the 2018/19 academic year, the College introduced charges for the provision of Home to School Transport. The specific charges will be documented in a separate policy but will be heavily subsidised and will be reviewed regularly and alongside any review of contract for the provision of the service.

School Minibus Travel

Schools may charge for transport in their minibuses only if they hold a permit issued under Section 19 of the Transport Act 1985. A permit is not required if no charge is made in cash or kind. The Local Authority supplies permits for school minibuses. Any charges made may be used to recover some or all of the costs of running the vehicle, including loss of value. The service may not make a profit either directly through the fares charged or incidentally as part of a profit making activity, even if any profit would go into the school's other running costs or for charitable purposes. A charge is any payment in cash or kind (for example a club subscription) by or on behalf of a person that gives him/her a right to be carried.

Other Charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED Report or a copy of a Pupils File.

Hire and Letting School Premises/Equipment

Procedures for hiring and letting the school's rooms, facilities and equipment can be obtained by contacting Claire Atkinson-Spragg on 01653 605424

Remissions Policy

The Headteacher, Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances. Complete remission of any charges for board and lodging for a residential trip will be made if:

- a) The education provided on that trip cannot be charged for; and
- b) Students whose parents are in receipt of the current level of benefits which trigger Free School Meals eligibility as posted at <https://www.gov.uk/apply-free-schoolmeals>

Outstanding Debts

Following the exhaustion of the debt control procedures, the College reserves the right to pass the outstanding debt to a debt collection agency.