



BOHUNT EDUCATION TRUST CHARGING AND REMISSION POLICY

Introduction

1. [INSERT NAME OF SCHOOL] acts in accordance with our Funding Agreement, the requirements of Sections 449-462 of the Education Act 1996, and the Education (School Sessions and Charging and Remission Policies) Regulations 1999, with regard to charging for educational activities, which do not have to be provided by the school free of charge.

1.1 Charges will **not** be made for education provided during school hours or any activities which form part of a prescribed examination syllabus or are in fulfilment of National Curriculum (NC) requirements.

Aim of this Policy

2. It is the aim of this policy to set out the times when charges may be payable for school activities and school visits and to explain under what circumstances these charges may be waived or reduced (remitted).

Policy Statement and Implementation

3. Educational activities will be available to all eligible students but inclusion may be dependent upon compliance with the school's discipline policy and code of behaviour.

3.1 It is the policy of [INSERT NAME OF SCHOOL] to charge at cost for all activities which the school is not obliged to provide free of charge, including:

1. Board and lodging on residential visits whether or not taking place during or outside school hours and whether or not related to activities in 2
2. All educational activities taking place wholly or mainly outside school hours unless required by a public examination syllabus or the NC statutory requirements.
3. Individual vocal or music tuition fees unless required by a public examination syllabus or the NC statutory requirements or the student is looked after by the local authority.
4. Hire of community facilities.
5. In practical subjects, parents may be asked for the full or partial cost of materials and ingredients. The finished product is owned by the School if no payment has been received.
6. Transport (other than transport that is required to take the student to school or other premises where the local authority or governing body have arranged for the pupil to be educated).

3.2 Where possible, parents will be given adequate notice of future activities for which a charge will be made or for which a contribution will be requested. Arrangements will be made for payment by instalments when appropriate.

3.3 Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges.

3.4 In addition to charges affecting students, there are a number of other areas where charges are applied and these are listed in the attached schedule.

Remission of Charges

4 The remissions policy provides for complete remission of any charges otherwise payable in respect of board and lodging provided for a student on a residential trip if: -

4.1 the education provided on the trip is education in respect of which, by virtue of section 451 of the Education (School Sessions and Charging and Remission Policies) Regulations 1999, no charge may be made, and

4.2 Parents in receipt of the following benefits are exempt from paying the cost of board and lodging for educational visits:-

1. Universal credit in prescribed circumstances
2. Income Support
3. Income Based Jobseekers Allowance
4. Support under part VI of the Immigration and Asylum Act 1999
5. Child Tax Credit, provided the Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed £16,420 (Financial Year 2015/6)
6. The guarantee element of State Pension Credit

4.3 Voluntary contributions may be invited for activities for which no charge can legally be made. If insufficient contributions are raised to fund the activity or the school cannot fund it from its own resources, then it must be cancelled. This condition must be made clear to parents.

Examinations

5. The school will pay for a single entry per subject as charged for students officially entered at a particular level by the School in subjects for which the School has prepared the pupil. Any additional entries, entry at any other level, or entry in an examination not recommended by the School must be paid for by the parents.

5.1 All costs incurred where students have been entered by the school but have not been prepared for the examination by the School and are, therefore, merely acting as a centre for the student's convenience, will be charged to the parents.

5.2 All costs incurred where students are tutored/entered for non-regulation public examinations, e.g. music, dance etc, will be charged to the parents.

5.3 [INSERT NAME OF SCHOOL] reserves the right to charge parents for examinations for which the Examining Board is unable to confer a grade, due to the failure of the pupil to sit the examination or complete the coursework or other requirements. Absence validated by a doctor's certificate will be accepted and reimbursement will not then be requested.

5.4 [INSERT NAME OF SCHOOL] reserves the right to charge parents for re-sit examinations.

5.5 Should parents wish to challenge the grade awarded in a public examination against the advice of the school, they will have to meet all costs involved.

5.6 Where debts are owing to the School from parent/students, the School reserves the right not to pay for examination entry (ies) up to the amount of the debt owing.

Breakages/Damage to School Property

6. Parents will be charged for the cost of repairing/replacing school property (books, furniture, etc) or buildings (windows, doors, etc) damaged or defaced as a result of their child's behaviour.

6.1 Where parents are unable or unwilling to pay, students may be asked to 'work' after school to repay the cost.

Insurance

7. The cost of insurance cover for visits is paid by the School. Parents are not charged for this.

Monitoring and Reporting

8. All trips are managed on a dedicated software programme that maintains records of all students due to attend and all payments received.

8.1 Income is received into a dedicated bank account (School Fund) that is monitored by the Finance Officer.

8.2 The trip organiser is responsible for ensuring that receipts cover costs for all trips and visits where a charge is payable.

8.3 The Examination Officer is responsible for ensuring that fees are collected for exams for which the school is not liable to pay (see Section 5)

Publicising the Policy

This Charging and Remission Policy is on the school website.

Appendix A

Scale of Fees as at 1 April 2018 – [to be amended to reflect school costs]

Examination fees	as per the scale of fees set by the examination board plus an admin fee not exceeding £5 per entry.	
Private Photocopying	Black & White	5p
	Colour	15p
Laminating		39p per metre
School ties	Lower/Upper school	£3/£3.50
Art books		£2.70

Maths Box		£1.00
Scientific Calculator		£3.00
Small items of stationary	e.g. pens, pencils	10 – 20p per item
Replacement Student Planner	Note: all students are issued with a planner free of charge at the start of the year.	£2.00
Lockers	Annual hire charge	£5 locker only
	Padlock with 2 keys	£4
	Replacement Key	£2.50
Instrument Lessons	Group lesson	£240
	Individual 20 minute lesson	£480
	Individual 30 minute lesson	£720
Voice	Group lesson	£205pa
	Individual 20 minute lesson	£408pa
Piano	30 minute individual lesson	£420pa

Year 11 students and others starting music lessons later in the school year will be charged proportionally less.

For Scale of Fees for Hiring School Premises, please see Lettings Policy.