



Charging and Remission Policy

Current 2009

Updated 2008

LGGS CHARGING AND REMISSION POLICY

Purpose of policy	The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.
Date	November 2008
Person responsible	Jackie Cahalin
Related Documentation	Education Reform Act 1988 . Sections 450-462 of the Education Act 1996. DfEE Circular 2/89 "Education Reform Act 1988: Charges for School Activities" DfEE letter of 22 September 1993 to LEAs about charging for instrumental music tuition Lancashire's charging and remissions policy. The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999. 2002 GCSE, GCE, Code of Practice

Policy agreed by the Governing Body November 2008

Review Date Nov 2009

Objectives

The objectives of the charging and remissions policy are:

- to maintain the right to free school education;
- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours;
- to confirm the right of the school to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Responsibilities

The Governing Body of LGGS are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered the Headteacher and SLT members.

Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents. The full policy will be included on the website and available to parents on request.

Prohibition of Charges

The Governing Body of LGGS recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it 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, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as 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, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it 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, or part of religious education;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Re-Marking Fees Levied By Awarding Bodies

The 2002 GCSE, GCE, VCE and GNVQ Code of Practice states that each awarding body will make a charge for use of its results enquiry service (re-marking fees).

If a school deems it to be in its own interest (and/or the interest of former pupils) to seek a remarking of certain examination papers (for example where results vary

significantly from expected performance), then it can do so. The school can pay the appropriate re-marking fee from the school budget.

In some instances, where examination results may not vary from expected performance, the parents might deem it to be in the best interests of the child to have individual papers re-marked and approach the school (as the examinations centre) to seek a re-mark on their behalf. In this case the school is acting as an agent for the parent in obtaining an additional service from the awards body, and that the parent is responsible for any fees involved. It is not the school making this charge, a fee is being charged by an outside professional body for an additional service rendered to an individual parent, processed through the agency of the school.

Charges

The following will be charged

- a) board and lodging on residential visits (not to exceed the costs)
- b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - c) travel
 - d) materials and equipment
 - e) non-teaching staff costs
 - f) entrance fees
 - g) insurance costs
- h) individual tuition in the playing of a musical instrument
- i) re-sits for public examinations where no further preparation has been provided by the school
- j) costs of non-prescribed examinations where no further preparation has been provided by the school
- k) any other education, transport or examination fee unless charges are specifically prohibited
- l) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- m) extra-curricular activities and school clubs.
- n) a refundable book deposit for sixth form students.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for activities which take place in school time and the cost of transport in visits taking place outside of school time. This includes the cost of materials used in Technology lessons where the pupil wishes to take their work home. The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. If a particular activity cannot take place without some help from parents, that should be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Remissions

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- a) Income Support;
- b) Income-based Jobseeker's Allowance;
- c) support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £14,495;
- e) Guaranteed State Pension Credit

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.