

Presdales School



Title	CHARGING AND REMISSION POLICY
Version	September 2016
Author/Title	Margaret Stanley, Finance Manager
Committee Responsible	Achievement & Curriculum Committee
Governor Link	
Date approved by Committee	
Date approved by Full Governing Body	
Review Date	September 2017 and thereafter bi-annually

Enquiries & comments

Any enquiries and comments about this publication may be made to:

Telephone: 01920 462210 / **Email:** admin@presdales.herts.sch.uk

Address: Hoe Lane, Ware, Hertfordshire SG12 9NX

Charging and Remission Policy

Objectives of the Policy

- To ensure that charges are levied correctly and fairly and that no student is disadvantaged by financial difficulty.
- To maintain the right to free education.
- To ensure that activities offered wholly or mainly during normal school teaching time are available to all students, regardless of parents'/guardians' ability or willingness to help meet the cost.
- To give the school discretion to charge for optional activities provided wholly or mainly outside school hours.
- To confirm the right of school to request voluntary contributions in support of any activity organised by the school, whether during or outside school hours.

Charging Policy

Presdales School will not charge for:

- Education provided during school hours.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the students is being prepared for at the school, or part of Religious Education.
- Instrumental or vocal tuition, unless the tuition is provided at the request of the student's parent.
- Entry for a prescribed public examination if the student has been prepared for it at the school.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.
- The cost of transport provided within school hours to transport students between the school and any other place where education is to be provided.

Presdales School will charge for the following activities as permitted under the Education Act 1996:

- Board and lodging on residential visits.
- Costs associated with individual instrumental or vocal music tuition provided at the request of pupils' parents, whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum for GCSE or A level Music when part will be remitted.
- Optional extra activities which take place wholly or mainly outside school hours but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education.
- The cost of entering a student for a public examination which is not part of the National Curriculum and for preparing the student for such an examination.
- The cost of an examination where the students fails without good reason to sit the examination

- The cost of re-sits of prescribed public examinations where no further preparation has been provided by the school
- The cost of any scrutiny of examination results if so requested by parents
- The cost of materials, books and equipment where students' parents have indicated that they wish the student to own them, or the finished product made in practical subjects such as art, design and technology.

Remission Policy

The charge for the board and lodging costs of a residential visit, taking place mainly or wholly within school hours will be remitted in the case of students whose parents are in receipt of any of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Working Families' Tax Credits
- Disabled Person's Tax Credit
- Guaranteed State Pension

Voluntary Contributions

Voluntary contributions may be sought for the benefit of the school for any school activities including:

- Materials and consumables for Art and Design and Technology
- Any activity which takes place during school hours, including non-curriculum activities
- Travel and tuition element of school trips taking part wholly or mainly during school hours

Contributions must be genuinely voluntary and no student would be excluded from an activity if their parents were either unable or unwilling to contribute. Where there are insufficient voluntary contributions to make an activity possible and there is no way to make up the shortfall, then it may be cancelled.

Other Considerations

Presdales School recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary financial burden on families. A system is in place to allow for payment in instalments and the Finance Manager will consider requests for extended payment periods and **financial support from school funds where appropriate.**

Context of the Policy

This policy should be read in conjunction with the Academies Financial Handbook and EFA guidance on Charging for School Activities