

# Greenford High School

## Policy Document



# CHARGING & REMISSIONS POLICY

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Staff Responsible	Mr P Manby DHT
Governing Committee	Resources
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## 1. Introduction

- 1.1 This charging policy has been compiled in line with DfE requirements and in accordance with SS 449-462 of the Education Act, 1996.
- 1.2 The Governing Body of Greenford High School have, therefore, determined that the school may make charges and seek voluntary contributions from parents for school activities provided for registered students at the school on the basis of the information set out in the main part of this document.
- 1.3 The Governing Body recognizes the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences, can make toward students' personal and social education.
- 1.4 The Governing Body aims to promote such activities both as part of a broad and balanced curriculum for the students and as additional optional extras.

## 2. School Trips

### 2.1 Day Trips

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (but also refer to section 8).

### 2.2 Residential trips – Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge may be levied for board and lodging.

### 2.3 Residential trips - Non-essential

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

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

## 3. Examination Entries

- 3.1 A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.
- 3.2 A charge will be levied in respect of examination entries for students where the school has prepared the student for the examination and it considers that, for educational reasons, the student should not be entered and the student's parent/guardian wishes the student to be entered. (or student him/herself when over 18 years old) In these circumstances, if the student subsequently passes the examination, the school may refund the cost.

Level 3 students will be entered for an individual module of study on one occasion and this entry will be paid for by the school. If a student wishes to take a module on more than one occasion then the school will make a charge for each module that covers the examination entry fee and an administration fee. The individual circumstances of a student with respect to their ability to meet this charge will be considered before any such charge is levied. Consideration will also be given to the recommendation of the relevant Head of Department, or of the individual teachers responsible for the preparation of the student for the examination concerned. This means that the fee may be waived in situations when a re-sit examination is considered to be in the best interests of the student concerned and that this approach has the support of the Department itself.

Level 2 students will be entered for an individual module of study on one occasion and this entry will be paid for by the school. If a student wishes to take a module on more than one occasion then the school may make a charge for each module that covers an administration fee. The individual circumstances of a student with respect to their ability to meet this charge will be considered before any such charge is levied. Consideration will also be given to the recommendation of the relevant Head of Department, or of the individual teachers responsible for the preparation of the student for the examination concerned. This means that the fee may be waived in situations when a re-sit examination is considered to be in the best interests of the student concerned and that this approach has the support of the Department itself.

- 3.3 Students that have been entered for examinations may be charged for an entry if they absent themselves from an exam without a very good reason – this might include serious illness supported by a hospital note for example. The Assistant Head, responsible for exams, will decide on charging under these circumstances, on behalf of the Headteacher.
- 3.4 Under exceptional circumstances the Headteacher, after taking advice from Departmental Heads and Assistant Heads, might consider that a student's attitude and commitment to a subject does not justify the school incurring the cost of the exams. Under these circumstances the Headteacher might charge an individual student for the cost of the exams after full consultation with parent or guardian.
- 3.5 The charge levied in 3.1-3.7 above will be the cost of the examination entry, plus any applicable centre administration fee.

#### **4. Materials & Textbooks**

- 4.1 Where a student 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. Textbooks are provided free of charge, but in

some subjects, additional revision guides are available, for which a charge is made. In the case of a student needing to have his/her exercise book replaced before it has been filled then a charge may be levied.

## **5. Music Tuition**

The school levies charges in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. The following guidelines apply:

- students are charged £120 for ten lessons
- £50 per term for 10 grouped lessons (2-3 students per group)
- £12.50 for pupil premium students per term (group lessons only)
- students entitled to free school meals receive £35 fee remission for music tuition
- all extra-curricular music clubs are free of any charge

## **6. Activities Outside School Hours**

- 6.1 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.
- 6.2 If a student is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
- 6.3 For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## **7. Damage/Loss to Property**

- 7.1 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 to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 7.2 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 such lower cost as the Headteacher may decide.

## **8. Voluntary Contributions**

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

## **9. Other charges**

The Headteacher, Resources 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.

## **10. Remissions Policy**

- 10.1 If the parent/guardian of a student is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,385), charges in respect of board and lodging will be remitted in full.
- 10.2 The Headteacher, Resources Committee of the Governing Body or the Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.
- 10.3 The Headteacher, Resources Committee of the Governing Body or the Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.