

Conyers School

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CHARGING AND REMISSIONS POLICY

Updated: February 2020

Origin: Director of Finance & Operations

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities. However, due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

Policy:

All Visits

The group leader should always ensure that parents are notified as early as possible as to:

- The total cost of the visit
- How much each parent will need to pay or be asked to contribute towards the cost of the visit
- How much spending/pocket money students will reasonably need (especially important for trips which involve a residential element)

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

Prohibition of Charges

The Governing Body of Conyers School recognises that the legislation laid down in the Education Act 1996 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 student is being prepared for at the school, or part of religious education;
- Tuition for students 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 student is being prepared for at the school, or part of religious education;
- 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. (However), if a student fails, without good reason, to meet any examination requirement for a syllabus, then the fee can be recovered from the student's parents.
- 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 student is being prepared for at the school, or part of religious education;
- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport;
- Transporting registered students to other premises where the governing body or local authority has arranged for students to be educated;

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- Transport that enables a student to meet an examination requirement when it has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

Charges

The Governing Body may make a charge that does not exceed the actual costs for the following:

- (a) meals and accommodation on residential visits;
- (b) the proportionate costs for an individual child of activities mainly or wholly outside school hours ("optional extras") to meet the costs for :
 - a. travel
 - b. materials and equipment
 - c. non-teaching staff costs
 - d. entrance fees
 - e. insurance costs;
- (c) individual tuition in the playing of a musical instrument provided that the tuition is not an essential part of either the National Curriculum, or part of a public examination syllabus that the student is being prepared for at the school;
- (d) re-sits for public examinations where no further preparation has been provided for the school;
- (e) a fee for the examination service if a Sixth Form student chooses to re-sit an examination or requests a re-mark
- (f) a fee if a student fails without good reason to complete the requirements of any public examination where the Governing Body originally paid or agreed to pay the entry fee
- (g) a fee if a student sits an examination that is on the prescribed list, but the student was not prepared for it at the school
- (h) costs of non-prescribed examinations where no further preparation has been provided by the school;
- (i) any materials, books, instruments or equipment where the child's parent wishes him/her to own them;
- (j) breakages and replacements as a result of damages caused wilfully or negligently by students.

Remissions

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 up to 100% depending on the individual circumstances, of the charges for board and lodging costs during residential school trips. The relevant support payments are :

- (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 £16,190
- (e) Guaranteed State Pension Credit.

Voluntary Contributions

There is nothing in legislation that prevents Conyers School or any school from asking for voluntary contributions to benefit the school or any school activities.

The Governors of Conyers School have decided that parents may be invited to make voluntary contributions towards specific activities. If the activity cannot be funded without voluntary contributions, the Headteacher on behalf of the Governors will make this clear at the outset.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge and that there is no obligation to make any contribution.

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The Governors wish to also make it clear that registered students 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.

It is essential that parents are informed that the nature of any visit/exchange/activity depends upon voluntary contributions being forthcoming. The format of any letter should be such as to make it clear that confirmation of the activity taking place will depend upon there being sufficient funds available.

INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'.

This is directly relevant for the cost of materials/ingredients for the following subjects: Design and Technology and Art.

BROKEN EQUIPMENT (REPLACEMENT)/ DAMAGE TO PROPERTY

The Governors will allow all departments to ask students and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the student's part. This does not in any way detract from a member of staff's duty to brief students thoroughly and to manage a calm and safe working environment for the students.

The school reserves the right to report criminal damage to the appropriate authorities with a view to recouping costs incurred.

Parental permission should be obtained in the following way:

Signed Slip received back from parents:

A letter about the visit is sent out to parents and contains a reply slip (with space for parental signature) and also a section on meeting the costs of the visit, the essence of which is contained in the following example:

"All students will need to take a packed lunch with them. Students who receive free school meals will be provided with a packed lunch on request. As we are travelling by coach, a cost will be incurred. Current legislation permits us to ask only for voluntary contributions towards the costs involved. No student will be discriminated against on the grounds of inability to pay, but if sufficient money is not raised by voluntary contributions, then the visit will have to be cancelled. A contribution of £___ should be sufficient to ensure that the trip can proceed."

NB: Legislation is constantly changing and staff organising trips should check security of deposits etc with tour operators.

How it will be monitored: Reports from staff leading trips. Calls on Educational Visits Budget.	By Whom: Director of Finance & Operations Headteacher (who is responsible for visits)
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Review Date: Annually, January	Review Assigned to: Conyers Local Governing Body's Care, Support & Guidance Committee
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