



The Robert Napier School

Charging and Remissions Policy

June 2018
Next Review: June 2019

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Aim

The aim of this policy is to set out when charges will be levied for activities, how remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Local Governing Body of the School is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to an individual parent/carer will be considered by the Headteacher or a nominated member of the Senior Leadership Team. This Policy will be reviewed by the Governing Body and will be adjusted in line with any subsequent guidelines from the Department of Education (DfE).

What the school cannot charge for

The Local Governing Body of the School complies with the Education Act 1996 and 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;
- 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 education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport provided in connection with an educational trip
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip

Voluntary Contributions

From time to time, the school will invite parents and others to make a voluntary contribution towards any part of the school's work, and to enable the provision of activities which might not otherwise be possible.

- Parents will be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming.
- No student will be left out of any activity provided in school time because his/her parents cannot or will not make a voluntary contribution.
- Parents may be asked to make a voluntary contribution towards activities taking place in school time, or towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the school's basic curriculum for religious education.
- Voluntary contributions may be requested from parents to cover the cost of ingredients or materials for practical subjects, particularly where the finished article is kept by the student.

Payments

- No student will be excluded from any activity for which payment is required on the grounds of financial hardship. In cases of financial hardship parents are encouraged to contact the school and speak to the teacher leading the subject or trip or their child's pastoral team; any communication of this sort will be treated confidentially. The school will use its discretion to offer financial assistance in any case where there is hardship.
- Parents will be asked to meet the full cost for residential courses in school time.
- Activities outside school hours and not within the National Curriculum are classed as "optional extras". Parents/carers will be asked to meet the full cost of these activities, where these activities are not a necessary part of the National Curriculum or religious education. In the case of residential experience, every effort would be made to offer value for money but the cost may be quite high. If a student is unable to go on a trip (unless this is because of ill health), after the initial deposit has been paid and a place allocated, they will still need to pay the full cost, unless another student is able to take his/her place.
- Individual music tuition takes place on the basis of private charges between tutors and parents. Parents will be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in groups of up to four.
- Parents/Carers will be charged for an examination entry fee if:-
 - the examination is on the set list, but the student was not prepared for it at the school;
 - the examination is not on the set list but the school arranges for the student to take it;

- 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.

Refunds

- Charges and contributions requested are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the school will refund any surplus of £5 or more per student. Any surplus below £5 per student will be transferred to the Retained Funds Account.
- From time to time, the school will encourage general fundraising and possible sponsorship to allow additional activities to take place.

Loss & Damage

- Parents/Carers are expected to meet all of the replacement costs of lost school books or equipment.
- Parents/Carers are expected to meet all of the costs of breakages or damage to school buildings, furniture or property.

Items available from School

- The school sells a variety of materials to students ranging from stationery and calculators to commercially produced revision guides. Prices are set to cover the school's costs.
- A refundable deposit will be required for 'A' level text books.

Whenever payment is requested, parents/carers are reminded that the school considers sympathetically cases of financial hardship. Parents/Carers are encouraged to request support so that individual students are able to benefit from additional educational experiences.

Remissions

The school is fully aware of students whose parents/carers are in receipt of benefits which make their child eligible for free school meals. The 'pupil premium' is given to schools to support students whose parents/carers are on low income and are in receipt of Government benefits.

Students whose parents/carers are in receipt of Government support payments, in addition to having a free school lunch entitlement, are also entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments include:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit.

Review of charges

The Governing Body will review charges annually and publish them on the website

Review of the Policy

This policy will be reviewed by the Governing Body every three years and will be adjusted in line with any new guidelines from the Department of Education (DfE).

Ratified by the Governing Body on June 2018