

The Sandon School



POLICY FOR CHARGING AND REMISSION IN RESPECT OF SCHOOL ACTIVITIES

Last Adoption Date: March 2017

Next Review Date: Spring 2020

Introduction

1. The Education Act 1996 sets out the law on charging for school activities this includes Academies who comply with this act through their funding agreement.
2. This policy summarises the charges that The Sandon School will make for school activities and school visits and the occasions where those charges will be remitted.
3. The School will ensure that this policy is well publicised and parents on low incomes are informed of support available when being asked for contributions towards the cost of a school visit and other activities.

Education

The School cannot charge for:

4. an admission application;
5. education provided during school hours including (subject to paragraph 10) the supply of materials, books, instruments or other equipment;
6. education provided outside school hours if it part of the National Curriculum, part of the syllabus for a prescribed public examination taught at school, or part of religious education;
7. instrumental or vocal tuition, if the teaching is an essential part of the National Curriculum, unless tuition is provided at the request of the student's parents/carers;
8. first examination entry or re-sit (subject to paragraph 14), if the student has been prepared for the examination at school;
9. transport in connection with an educational visit or where needed to meet an examination requirement, or for transport to comply with a statutory obligation.

The school can charge for:

10. any materials, books, instruments or equipment where the student's parent/carer wishes to own them;
11. optional extras (see page 3);
12. instrumental and vocal tuition provided at the request of the parent/carer. Charges will be in line with those agreed by Essex Music Services;
13. examination entry, where the student has not been prepared for the examination or re-sit in school (see optional extras on page 3);
14. examination entries or re-sits where the student fails to meet the examination requirement for a syllabus (this includes failure to complete the necessary coursework, controlled assessment or fails, without good reason, to attend the examination);
15. the letting of the school's premises as a community facility .

Optional Extras

16. Where an activity is an optional extra charges may be made and this includes charges for materials, books, instruments or equipment. Participation in an optional extra will be a parental choice and therefore parental agreement is necessary where a charge will be made. Optional extras are:
17. activities provided outside of school time that is not; part of the National Curriculum, part of the syllabus for a prescribed public examination that the student is being prepared for at the school or part of religious education;
18. examination fees where the student has not been prepared for the examination at school;
19. transport other than provided for in clause 9;
20. board and lodgings for a student on a residential visit.

Charges for optional extras may include, but not exceed, an amount in relation to:

21. materials, books, instruments or equipment provided in support of the optional extra;
22. cost of facilities;
23. non-teaching staff;
24. teaching staff engaged purely to support the optional extra, this includes supply staff;
25. teaching staff engaged to provide instrumental or vocal tuition where the tuition is an optional extra.
26. However, these charges cannot include the cost of an alternative provision for students not participating in the optional activity, including supply teachers to cover teachers absent from school accompanying students on a residential visit.

Residential Visits

The School cannot charge for:

27. Education that takes place during school hours;
28. Education that takes place outside school hours if it is part of the National Curriculum or part of the syllabus for a prescribed public examination that the students are being prepared for by the school or for religious education;
29. Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

The school can charge for:

30. Board and lodgings (which must not exceed the actual cost). Parents/ carers who are in receipt of free school meals (or meet the criteria for a free school meal) will be exempt from the cost of board and lodging.

Other

31. Parents may be requested to pay for the costs of replacing broken or damaged school property where it is the result of a student's behaviour, other than fair wear and tear.

Voluntary Contributions

32. Nothing in legislation prevents the school from asking for voluntary contributions for the benefit of the school or for school activities. However, if the activity cannot take place without voluntary contributions then this must be made clear to parents/ carers. It must also be made clear to parents/ carers that there is no obligation to make any contribution.
33. No student should be excluded from an activity because a parent/ carers are unable or unwilling to pay. However, if the activity cannot take place without sufficient voluntary contributions this must be made clear to parents/carers together with the policy on allocating places for the activity. Without sufficient funds the activity may be cancelled.

Remission

34. Examination entries, the school may remit the charges for an examination re-sit at the Headteacher's discretion.
35. Music Tuition, the school will remit the charges for one lesson of instrumental or vocal tuition for GCSE music students (15 minutes per week) and A level music students (30 mins per week). The school supports the vouchers scheme operated by Essex Music services which supports parents/ carers in receipt of free school meals or who meet the criteria for free school meals.
36. The school has adopted a 'Bursary Scheme' exclusively for 16-19 students. The scheme awards four levels of bursary funding offering financial support for students continuing their studies in our sixth form. Whilst level 1 bursary's are fixed in value and offered to an identified groups of students, levels 2,3 and 4 offer financial support towards educational activities such as transport, books, equipment and trips. Please see the school Bursary scheme procedures for details of how to apply.
37. Please ask for a full list of benefits, other than free school meals, that may exempt you from charges.

Responsibility

38. The Business Manager is responsible for monitoring, coordinating and implementing this policy. This policy will be a readily available and published document.
39. This Policy was adopted on the 20 March 2017 and will be reviewed not later than every three years.