



## **Charging & Remissions Policy**

### **School aims**

At The Cowplain School we intend to:-

- 1) Assist all students in becoming independent and responsible adults.
- 2) Achieve excellence in our educational outcomes.
- 3) Provide learning experiences that meet the needs of each individual.
- 4) Employ the full range of available teaching and learning strategies for our students.
- 5) Provide effective training for all staff in pursuit of professional excellence.
- 6) Provide appropriate resources to support high quality learning experiences.
- 7) Provide an attractive and safe learning environment.
- 8) Ensure that there are high levels of confidence between school and community.
- 9) Monitor and evaluate our progress in all aspects of the school's development.

### **Section 1**

#### **1.1 Aims of the Policy**

The Cowplain School and the Governing Body aim to make the widest possible range of opportunities available to all our students.

Education should be free of charge if it takes place during school hours and is part of the requirement of a prescribed examination syllabus or statutory to the requirements of the National Curriculum. However, voluntary contributions can be requested to help fund the cost of some activities.

For some activities in order to encourage participation no charges will be made. These are listed within this policy.

### **Section 2**

#### **2.1 Curriculum Off-Site Activities and Educational Visits**

##### **Voluntary Contributions**

At The Cowplain School we invite parents to make a contribution for any off site activity or educational visit. The essential point is that no student will be left out of an activity, that the school deem essential to that students learning, because his/her parents cannot or will not make a contribution of any kind. However it may be necessary to state that the activity will not take place if parents are reluctant to support it. The school will advise the parents of the suggested contribution for any activity that takes place.

Contributions must be genuinely voluntary i.e.

- a) There is no obligation to contribute; and
- b) Any students on roll at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

There is no limit on the level of voluntary contribution, which parents or others can make to school activities, nor is any restriction placed upon the use, which can be made of such contributions.

## **2.2 Direct Charges for Residential**

Where residential activities take place during the normal school hours, parents will be charged for the accommodation element.

Where an activity is scheduled to take place mostly outside of the normal school day parents will also receive a charge for the activity.

If insufficient contributions are received the Headteacher will determine whether the trip or visit can proceed. If cancelled, all monies paid will be returned to parents.

### **Remission**

Where a residential trip takes places wholly, or mainly during school hours or is necessary as part of the national curriculum syllabus, students whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to 50% remission towards board and lodging:

- Income Support
- Income-based Jobseeker's Allowance
- Support under part Vi of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit

Guidelines and criteria for free school meals can be found at [www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals)

In addition, the Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship and students that are in the Pupil Premium group. The designated Assistant Headteacher will consider such remissions from the School's pupil premium budget.

When setting charges for activities that support the curriculum through voluntary contributions, parents who have difficulty in paying will be invited to apply for the remission of charges in full or in part. The Deputy Headteacher will consider such remissions from the School's annual hardship budget.

In addition, the school may receive Government or Local Authority Grants to support particular students, cohorts or initiatives. The designated teacher will be responsible for authorising contributions from such grants.

## **Section 3**

### **3.1. Optional Extras**

Charges may be made for some activities known as “Optional Extras”. These may include-

- extra curricular activities
- any equipment and/or staffing in relation to extra curricular activities
- Breakfast, After School and Holiday clubs

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity. It will not, therefore, include an element of subsidy for any other pupil. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **3.2 Extra-Curricular Activities**

In order to encourage participation, no charges will be made for:

- After-school activities and clubs
- Extra tuition in a timetabled subject provided after school hours
- Tuition in an extra subject which is not part of the School’s curriculum

### **3.3 Instrumental Music Tuition**

Costs are reviewed annually and parents will be notified of charges annually for tuition in voice and the playing of a musical instrument with the exception of:-

Students studying for GCSE Music exams will receive 100% discount for their first instrument only; further instruments will be charged at the full rate.

### **3.4 Damage to School Property/Equipment**

Where school property has been wilfully or recklessly damaged by a student *or parent* the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

### **3.5 Examination Fees**

Parents who request an appeal with reference to the final GCSE grade awarded will be charged the relevant examination board appeal fee. The Cowplain School will fund any appeals requested by teaching staff.

### 3.6 Bus Passes

Parents or carers living in the Denmead and Hambledon can purchase an annual bus pass through the School for their child/children. Payment will be made either in full or by monthly standing order. Where students are eligible for free travel from Hampshire County Council, the application will be made directly to Hampshire County Council and the School will not seek any reimbursement from the parents/carers. Guidelines and criteria for free travel can be found at <http://www3.hants.gov.uk/traveltoschool/sch-transport/stforms.htm>

In all cases the School is obliged to make a charge of £20 for the replacement of lost or stolen bus passes.

### 3.7 Catering Accounts

Students who have catering accounts will be entitled to a refund of any surplus balances when leaving the school.

#### Monitoring, Evaluation and Review

- The Policy is reviewed every year by the Senior Leadership Team and Governors as part of the self evaluation cycle. Appropriate action is taken if changes are required.

#### Other Relevant Policies

This Policy should be used with reference to one or more of the following policies:

Attendance and Punctuality Policy  
Behaviour Policy  
Child Protection  
Curriculum  
Equal Opportunities Policy  
Exclusion  
Home School Agreement  
Learning and Teaching  
SEN & Disability  
Uniform Policy

Date Reviewed:	31 January 2019	Reviewed by: IGS	Approved by: FGB 12/2/19	Next review:	Spring 2020
Summary of changes made:	3.1. Optional Extras added				