



## **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 Trust Board 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. If the activity has limited places and is oversubscribed, a draw for places will be made and or/allocated at the discretion of the school.

### **Section 2**

#### 2.1. Day Visits (wholly or mainly during the school day)

For day visits mainly during the school day, which reinforce part of the school curriculum (e.g. supplement aspects of learning that exist in our schemes of work and which are offered to all students studying that course) our parents will be asked to make a voluntary contribution to cover the cost of transport, entrance fees, insurance costs, equipment/resources and specialist instructor time. The school will fund additional supply teacher costs. No student will be excluded because their parent's are unwilling or unable to pay. Parents will be advised at the outset that the visit may be cancelled if 'the vast majority' of the costs are not raised by parents' voluntary contributions.

## 2.2. Residential Visits

No charge is made for tuition on these courses. However, a charge will be made for board and lodging during a residential trip, and a voluntary contribution towards travel will be invited. Parents/Carers in receipt of certain benefits (as detailed in Appendix 1) may, on application to the Principal, have the board and lodging charge remitted by the Trustees, provided the course takes place wholly or mainly in school time or is part of the National or Examination Curriculum.

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

## 2.3. Remission Policy

Remission of board and lodgings charges will be considered for students whose parents receive certain benefits (as listed in Appendix 1) if an activity takes place wholly or mainly during school hours; or is out of school hours but covered by requirements relating to prescribed examinations syllabuses or studies relating (essential) to the National Curriculum, or duties relating to Religious Education.

In addition, the Trust Board 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/or students that are in the Pupil Premium group.

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.

All applications for remission should be made in writing to the Principal.

## **Section 3**

### 3.1. Optional Extras

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

- extra-curricular activities
- activities during the school day which are not otherwise provided free of charge as part of the School’s statutory duties
- 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

Charges will be made for music lessons that are provided by Hampshire Music Service and other external providers outside of school hours. Costs are reviewed annually and parents will be notified of charges annually for tuition in voice and the playing of a musical instrument.

### 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 Principal 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 areas 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 damaged, lost or stolen bus passes.

### 3.7 Catering Accounts

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

## APPENDIX 1 – Remissions for Residential Visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits provided they take place wholly or mainly in school time or are part of the National or Examination Curriculum:-

- Universal Credit (household income must be less than the specified amount per year)
- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the household income does not exceed the specified amount per year)
- Working Tax Credit run-on (paid for 4 weeks after qualification for Working Tax Credit ends)

### Monitoring, Evaluation and Review

- The Policy is reviewed every two years by the Senior Leadership Team and Trustees 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

Date Reviewed:	Spring 2024	Reviewed by: Principal	Approved by: FAT	Next review:	Spring 2026
Summary of changes made:	Clause 3.3. Instrumental Music Tuition revised Reference to Governing Body changed to Trust Board Reference to Headteacher changed to Principal Other Relevant Policies – reference to Uniform Policy removed				