

Bradfield School - Charging & Remissions Policy

Charging Policy

Introduction

This charging policy has been compiled in line with DfES requirements and in accordance with s457 of the Education Act, 1996.

School Trips

1. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (but also refer to point 16).
2. **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
3. **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
 - a. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.
 - b. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
 - c. if a pupil withdraws from a trip a charge will be levied up to the full cost of any cancellation charges incurred by the school.

Examination Entries

4. A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
5. A charge will be levied in respect of examination entries for pupils where
 - - the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and
 - - the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).
6. In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.
7. A charge may be levied for pupils re-sitting an examination.
8. A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
9. The charge levied in 5 - 7 above will be the cost of the examination entry, plus any applicable centre fees.

Materials & Textbooks

10. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Activities Outside School Hours

11. No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
12. If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
13. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

14. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
15. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

16. Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Lettings

17. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

Other charges

18. The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Remissions Policy

19. If the parent/guardian of a pupil is in receipt of Income Support, income-based Jobseekers 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit, or Universal Credit, charges in respect of board and lodging will be remitted in full.
Registration for "Free School Meals" will be taken as evidence of eligibility.
20. The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
21. The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.