
CURRICULUM

CHARGING and REMISSIONS POLICY

Reviewed and updated by the Governors' Finance Committee – June 2008
Next Review due: July 2009

1. INTRODUCTION

In general the provision of education is free but as permitted by the Education Act 1996 the Governors policy provides for charges in the areas listed below.

This Policy meets the requirements of:

- ❑ The Education Act 1996; sections 402, 450 – 458, 460.
- ❑ The Education (School sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.
- ❑ The Education (Schools and Further Education) Regulations 1981.

A summary of the Governing Body's Charging and Remission Policy will be included in the College Prospectus. Parents will be given notice of any proposed change to the Policy.

If a charge is made for each pupil, it will not exceed the actual cost. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising.

The permitted charge may include an allowance for the costs of teachers from the school who supervise the activity, but only if those teachers have been given a separate contract to provide the optional extra. This contract does not need to be a formal document.

Activities are costed not to make a profit, but in the event that a profit is inadvertently made in excess of £2.00 per pupil, further communication with parents will be made offering a refund. Monies of £2.00 and under per pupil will be used for the benefit of Paignton Community & Sports College.

2. MUSICAL INSTRUMENT TUITION

Charges will be made for teaching a pupil either individually or in a group of up to four to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

3. PUBLIC EXAMINATIONS

No charges may be made for entering pupils for public examinations that are set out in regulations. The Governing Body must enter a pupil for each examination in a public examination syllabus that the school has prepared the pupil for unless they think there are educational reasons for not entering the pupil, or if the pupil's parents ask in writing that the pupil should not be entered. The LEA may not override the Governing Body's decision on whether to enter a particular pupil for an examination.

An examination entry fee may be charged to parents if:

- ❑ the examination is on the set list, but the pupil was not prepared for it at the school;
- ❑ the examination is not on the set list but the school arranges for the pupil to take it;
- ❑ a pupil fails without good reason to complete the requirements of any public examination where the Governing body or LEA originally paid or agreed to pay the entry fee (e.g. the pupil fails to attend the examination without providing a medical certificate or the pupil fails to attend 60% or more of lessons to prepare for the examination or joins the second year of a two year course, e.g. joins in Year 11 for a GCSE course).

Charges will not be made for any cost associated with preparing a pupil for an examination except where a pupil is prepared outside school hours for an examination that is not set out in regulations.

The College reserves the right to charge a refundable fee for examinations for which pupils are prepared in school but is not set out in regulations.

Pupils (Years 7 - 11) and students (6th Form) wishing to retake all or part of an examination will be charged for entry.

4. MATERIALS, BOOKS, INSTRUMENTS OR OTHER EQUIPMENT

The Governing Body may set a charge for materials used in school where a parent indicates in advance that they or the pupil wishes to own the finished article which incorporates the materials. Any charge will not exceed the cost of the materials. Alternatively, the parents may be required to provide the materials in question.

5. EDUCATION PARTLY DURING SCHOOL HOURS

When 50% or more of an activity (including travelling time) takes place during school hours no charge may be made.

6. RESIDENTIAL ACTIVITIES

For a residential activity taking place mainly during school time, or which meets the requirements of the syllabus for a public examination, or is to do with the National Curriculum or religious education, no charge may be made either for the education or for the cost of travel. This does not stop a voluntary contribution being sought. However, a charge (not exceeding the actual cost) will be made for board and lodging, except for pupils whose parents are receiving Income Support, Income-based Jobseeker's Allowance, Child Tax Credit (where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £14,155 and support under Part VI of the Immigration and Asylum Act 1999. The eligibility criteria are now aligned with free school lunch eligibility.

7. SCHOOL MINIBUSES

The College may charge pupils, staff or parents for transport in their minibus if it holds a permit issued under section 19 of the Transport Act 1985. The permit exempts the school from Public Service Vehicle (PSV) operator and driver licensing requirements.

8. EDUCATION OUTSIDE SCHOOL HOURS

A charge will be made for education provided outside school hours which is an optional extra provided it is with the prior agreement of parents. The charge in respect of a pupil will not exceed the actual cost of providing that activity divided equally by the number of

pupils participating (it will not include a share of the cost of any remissions). Costs will where appropriate include an element for travel, board and lodging, materials, books, instruments and other equipment, administration costs and teaching staff costs (where a teacher/instructor has been engaged specifically to provide the activity) entry fees, insurance and other costs.

9. ARRANGEMENTS FOR PART OR FULL REMISSIONS OF CHARGES FOR ACTIVITIES OUTSIDE OF SCHOOL HOURS

The Governors may in **very exceptional circumstances** provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges, on application to the Principal. Applications should be made in writing to the Principal and will be assessed on an individual basis. The decision will be made by the Principal and the Chairman of Governors with consideration given to the College's financial position and the following criteria.

- The purpose of the activity and how closely it is linked to the National Curriculum, and courses they are studying.
- The personal circumstances and pastoral needs of the pupil.

(Please note that voluntary contributions requested from parents must not include a share of the cost of any remissions).

The finance committee will be informed in general terms of the total provided for each activity.

10. ACTIVITIES NOT RUN BY THE SCHOOL OR LEA

A non-school organisation which arranges an activity to take place during school hours may charge parents who want their child to join the activity. Parents wishing their child to participate in the activity must obtain the school's permission.

11. DAMAGE TO PROPERTY

The Governing Body reserve the right to ask the parents of pupils whose inappropriate behaviour causes damage to pay for or to contribute to the cost of repairs or of replacing defaced, damaged or lost property. The College reserves the right to report criminal damage to the Police.

12. VOLUNTARY CONTRIBUTIONS

Although the College cannot charge for school-time activities it may still ask parents and others for voluntary contributions (in cash or in kind) to make school funds go further. All requests to parents for voluntary contributions will make it quite clear that:

- the contributions are voluntary;
- the children of parents who do not contribute will not be treated any differently;
- where an activity cannot take place without some help from parents, and there are insufficient voluntary contributions, the activity may be cancelled.

13. MATURE STUDENTS

Some A level courses are attended by mature students who are not funded through the Learning Skills Council or the LEA. The Governing Body will charge these mature students a course fee, equal to that charged by Adult and Community Learning. Fees will

be charged at the beginning of the academic year, and for 2008/09 will be £315.00 per A level plus examination fees.

Reduced rates are available for those in receipt of some state benefits.

30% reduction for those on income support

20% reduction for other eligible benefits, including JSA, council tax/housing benefit and working tax credit at a certain level (total household income of under £15,575)

To claim a reduced fee the student will need to provide a copy of the official entitlement letter showing your benefit details at the time of enrolment.