

WOLFRETON SCHOOL and SIXTH FORM COLLEGE

Policy Document CHARGING AND REMISSIONS – GUIDANCE for PARENTS

The Governors wish to make the school's programme of curriculum visits and activities available to as many students as possible. They endorse the principle that no student should have access to the curriculum limited by charges but recognise they have to operate within the constraints of the school budget.

The Governing Body also recognises that there is a clear distinction in charging between Curriculum and Non-Curriculum activities.

CURRICULUM ACTIVITIES

Any charges made by the school for curriculum activities must meet the requirements of the 1996 and 2002 Education Acts. It is the policy of the governing body:

Residential Trips – Board and Lodging

To levy a charge for all board and lodging costs on residential visits, except where students are entitled to statutory remission.

Curriculum Activities

To request voluntary contributions from parents in advance for curriculum activities/trips during school time. No student should be excluded by reason of inability or unwillingness to make a voluntary contribution. However, if insufficient voluntary contributions are raised to fund the activity/trip, then it must be cancelled and a full refund given. Any insurance costs will be included in charges for trips and activities.

Examinations

To levy NO charge for examination entries, except where: the school has not prepared students for the examination in the year for which the entry is made, Or a student has failed, for no good reason, to complete the requirements of the examination or to attend for it and does not provide to the school acceptable reasons for this.

The Governors reserve the right to charge for re-taking examinations or modules.

General Lesson Costs

To levy NO charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the school, except where parents have indicated in advance that they wish to purchase the product.

Music Tuition

The school will make a charge to parents for instrumental music tuition by visiting East Riding Music Service teachers for those who request extra instrumental tuition for their child.

Charges will not be made for students whose parents are eligible for statutory remission. (This is not a legal right but has been made at the discretion of the Governing Body). In these circumstances a request will be made for a voluntary contribution.

A term's notice, in writing, will be needed by the Finance Office if a parent decides to cancel lessons part way through a term. Parents will still be liable to pay for the charges till the end of that term. This is same period of notice the school needs to give the East Riding Music Service.

Failure to pay by the deadline set in the charging letters sent to Parents will result in lessons being cancelled.

The cost for the academic year will be determined in the Summer Term prior to the commencement of the new academic year and will be payable either termly or yearly if paid in advance in Autumn Term.

Statutory Remission

Statutory remission is given to those parents who are in receipt of either:-

Income Support;

Income-based Jobseeker's Allowance;

Support under [Part VI of the Immigration and Asylum Act 1999](#);

Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income that does not exceed the yearly Inland Revenue assessed threshold (£16,190 for the year 2016-17)

Guarantee element of State Pension Credit.

This criteria is the same as for free lunch entitlement. Under the 2002 Education Act remission only applies to board and lodging on residential trips. However the Governing Body has extended this to include music tuition so that students are not disadvantaged because of an inability to pay.

NON-CURRICULUM ACTIVITIES

Non-Curriculum Trips

To levy a charge, as an 'optional extra', for trips which are NOT part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. However, if there are insufficient students to make the trip viable, then it must be cancelled and a full refund given. Any insurance costs will be included in charges for trips and activities.

School Property

To charge parents\carers for damages to or loss of school property caused wilfully or negligently by their children.

Private Photocopying

A charge will be levied to cover the cost of private photocopying which will be determined on an annual basis on a per copy basis. *The cost, before VAT, for 2016/17 using plain white paper will be:*

Size	Black and white copy	Colour copy
A5	3p	8p
A4	5p	15p
A3	10p	30p
A2	50p	£1.50
A1	£1.00	£3.00

Charges for consumables such as binders, laminates etc or weighted/coloured paper will be agreed depending on the cost of the consumable/paper at the time of the request. All charges will have VAT applied.

Private Lettings – See Community Use Policy

To charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate.

Freedom of Information

The charges for information published under the Freedom of Information Act are:-

Staff Time: £25 per hour

Photocopying: will be at the rates as above

Postage: as per Royal Mail rates at time of posting.

This will be to a maximum of £450.

Extra Curricular Activities for students

To leave to the discretion of the activity co-ordinator in consultation with the Business and Finance Manager, the proportion of costs to be charged to parents.

School Discretion

To leave to the Headteacher's discretion, the proportion of costs of an activity which should be charged to public or non-public funds.

To delegate to the Chair of Governors and Headteacher the determination of any individual cases arising from the implementation of this policy.