



The purpose of this policy is to set out the principles for the charging and remission for school activities and visits.

Date approved:

Signed:

(Headteacher)

Signed:

(Chair of committee)

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Changes in this edition

No changes.

Introduction

The content of this policy has been compiled in line with requirements specified by the DfE and in accordance with S457 of the Education Act, 1996.

The details within this policy in relation to charging and remissions applicable for school activities and visits are set notwithstanding the schools right to request voluntary contributions in respect of such activities as detailed below.

Voluntary Contributions

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 which may include specific costs in relation to pupils with special needs. There will be no differentiation between those students who may contribute to those that do not. However, where voluntary contributions are not sufficient to make the activity viable, the activity may be cancelled.

Visits

Routine day visits.

No charge will be levied in respect of day visits that take place during school hours or where that visits forms part of the requirement of the curriculum.

Residential visits

Residential visits which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

Where residential visits are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the visit including contingency and school administrative costs.

All payments in relation to visits as stated above must be made by the due date specified in the original information letter to parents/carers. Failure to meet the deadline date may result in withdrawal from the visit. In exceptional cases and with clear supporting evidence, the Headteacher may extend the payment date. This will be subject to a clear signed declaration by the parent/carer to pay the full amount by the agreed date and as agreed in the negotiation.

Where a surplus balance exists at completion of the visit and, the surplus is in excess of £5 per student, then a refund will be issued to each pupil participating in that trip.

Examination Entries

A charge will be levied in respect of:

- examination entries for pupils where the school has not prepared the pupil for the examination.
 - 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. In these circumstances, if the pupil subsequently passes the examination, the school may opt to refund the cost.
 - re-sitting an examination.
 - 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.
 - the cost of individual invigilation where behaviour is deemed to be a risk of disruption to other pupils.
- the charge levied in above will be the cost of the examination entry, plus any applicable centre costs.

The school reserves the right to withhold exam certification until payments are made.

Materials & Textbooks

Where a student 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 where the school provides the ingredients it may levy a charge. Textbooks are provided free of charge, but in some subjects, additional guides to support revision are available and for which a charge is made.

Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition where this is not a requirement of the National Curriculum or a public examination syllabus of the school. Where individual music tuition is provided, the full cost of the tuition is payable. A remission of 50% of the cost will be applied to families entitled to free school meals.

Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or statutory religious education, or that form an essential part of the syllabus for an approved examination.

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 may be levied for tuition and other costs at the school discretion.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

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.

In respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, the school will recharge the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services. Example items may include; document photocopying, staff time.

Remissions Policy

The Headteacher may remit in full or part, charges in respect of a student where it is considered to be reasonable in the circumstances (e.g. cases of hardship which are reasonably presented and evidenced).

The Headteacher may decide not to levy charges in respect of a particular activity where it is deemed reasonable in the circumstances.

Catering

The provision for catering is provided under PFI contract arrangements. A cashless (biometric) system is operated to mitigate against cash loss by students and to provide the catering provider and the school with management information regarding uptake.

Payments in relation to catering may be made by two methods;

- Online payments – this online provision allows parental control of their child’s expenditure. An online account is generated by the parent who will credit their child’s catering account. The student is then able to access and pay for meals with no requirement to provide cash. The parent/carer is able to monitor the eating habits of their child through detailed reports online via their account.
- Cash loader (situated within the school) enable students who do not register online to credit the account.

Students entitled to Free School Meals receive automatic daily credit to their account. Such credit is not transferrable and any unspent balance at the end of service is removed.

School Uniform

School uniform is purchased by parents directly through online portal with the uniform supplier. The school does not administer uniform payments however, in the case of families without internet access, the school may administer the order on their behalf.

The school operates a hardship fund for those families in need. The Headteacher will consider case by case the need to support through hardship.

Remissions Authorisation

Name	
VMG	
Details	
Pupil Premium Student?	YES/NO
Authorised Headteacher	
Fund	Hardship Pupil Premium