



Charging Policy

Approved by: Governing Body
Date: Spring 2017
Review date: Spring 2018

1. Introduction

It is the policy of the Governing Body:

- To make the college's programme of curriculum visits and activities available to as many students as possible.
- The Governing Body endorses the principle that no student should have access to the curriculum limited by charges but recognise they have to operate within the constraint of the school budget.
- The Governing Body recognises that there is a clear distinction in charging between Curriculum and Non Curriculum activities.

Curriculum Activities

Any charges made by the college for curriculum activities must meet the requirements of the 1996 and 2002 Education Acts. It is the policy of the Governing Body:

Residential Educational visits – Board and Lodgings

- To levy a charge for all board and lodging costs on residential visits, except where students are entitled to statutory remission. (Voluntary contributions may be sought for transport and other costs.)

Curriculum activities

- To request voluntary contributions from parents in advance for curriculum activities/trips during school time. No student may be excluded because of inability or unwillingness to make a voluntary contribution. However, if insufficient voluntary contributions are received to fund the activity, then the Headteacher may cancel the activity and a full refund given. Any insurance costs will be included in charges for trips and activities.

General Lesson Costs

- No charge will be made in respect of books, materials, equipment or instruments provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the college, except where parents have indicated in advance that they wish to purchase the product.
- A charge in respect of practical subjects, for full or partial cost of materials and ingredients, will be made if parents have indicated in advance that they wish to own the finished product.

Examinations

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| • Prescribed examination for which the student has been prepared by the College. | No fee |
| • Where the student fails without good reason to meet any examination requirements for that syllabus, or to attend for the exam and does not provide acceptable reasons for this. | Cost of fee |
| • Examination which is not prescribed and the student is prepared for it outside of school hours. | Cost of fee |
| • Examination re-sits. | Cost of fee |

STATUTORY REMISSION

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

- Income Support
- Income Based Job Seekers 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.
- 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 educational visits. The Governing Body has extended this to include music tuition so that students are not disadvantaged because of an inability to pay.

1.2 Non Curriculum Activities

Music Tuition

- Parents are required to make a contribution towards the cost of instrumental tuition by teachers of the Music Support Service. The charge is not levied per lesson: it is for the annual provision which overall is 30 lessons per year.
- Instrumental music tuition is provided for individuals or in groups of four or less: charges are made on a termly basis and parents are required to complete a form. The Finance Committee review the charges annually.
- The charge for the academic year 2016/17 is £60.00 per term. This charge will be reviewed and adjusted annually in consideration of inflationary factors and changes to the charges for this provision made by ERYC Music Support Service.

A term's notice in writing will be required if a parent/carer decides to cancel lessons part way through a term. Parents will still be liable to pay for the charges until the end of that term.

This is the same period of notice the college has to give to ERYC Music Service. Failure to pay by the deadlines set in the charging letters to parents will result in lessons being cancelled.

Freedom of Information

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

- Information published on our Intranet is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.
- Staff administrative time - £25 per hour.
- Single copies of information covered by this publication are provided at a cost of 10p per sheet.
- Postage: as per Royal Mail rates at time of posting.

Charges to a maximum of £450 per request.

Private Copying

- A charge of 10p per A4 side will be made to cover the basic cost of private photocopying.

Non Curriculum educational visits and activities

- The college will levy a charge as an optional extra for educational visits which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The college reserves the right to cancel the educational visit if there are insufficient students to make the educational visit viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the educational visits and activities.

College Property

- Parents will be charged for damages to or loss of college property caused wilfully or neglectfully by their children.

Private Lettings

- 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. Discretion can be allowed at the discretion of the Director of Resources

The Charging and Remissions Policy will be reviewed annually by the Governing Body.

The Governing Body authorises the Headteacher's discretion to remit charges to students in cases of individual need or unusual circumstances.