



St Ives School

CHARGING AND REMISSIONS POLICY



School Name: St Ives School

Consultation: This policy has been written in line with DfE legislation

Dissemination: T:Drive and Website

Date policy approved by Governors: November 2020

Date policy becomes effective: Immediately

Review date: November 2022

Person responsible for Implementation and Monitoring: Head of School

Links to other relevant policies: Examination policies

St Ives School fully complies with the Department for Education Guidance on Charging for School Activities.

Section 1: Introduction

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

St Ives School provides a wide ranging programme of activities which support the broad educational experiences for students. These include activities run during the school days such as clubs, sports teams, instrumental lessons and a range of off-site visits and activities. Almost all of these are classified as enrichment activities and are not a requirement of implementing the school's Curriculum, nor are they part of a specification for a public examination. St Ives School places a high value on these additional activities and to the contribution they make to students' personal and social development and education in the broadest sense.

St Ives School will ensure that parents on low incomes and in receipt of benefits are advised of the financial support available to them from the school in regards to requests for payments.

Section 2: St Ives School does not charge for:

- an admission application;
- the core educational offer provided during school hours (including the supply of any essential materials, such as textbooks, workbooks);
- education provided outside school hours if it is part of the school's Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school;
- entry for a prescribed public examination or re-sit, if the student has been prepared for it at the school.

Section 3: St Ives School makes charges for some activities:

- any materials, books, instruments, or equipment, where the child's parent wishes the student to own them. This includes the cost of materials/ ingredients in Design Technology, and other subjects where the finished pieces are taken home.
- music and vocal tuition where it is provided in addition to core music lessons
- education, resources, activities or trips provided within or outside of school time that is not:
 - a) integral to the school's Curriculum;

b) integral to a syllabus for a prescribed public examination that the student is being prepared for at the school; or

c) integral to the programme of study for religious education.

- examination entry fee(s) if the student has not been prepared for the examination(s) at the school;
- examination fees for public examinations which the school has paid for (or is liable to pay) if a student fails, without good reason, to complete the examination requirements, recoverable as civil debt.
- charges made by awarding bodies for re-scrutiny or re-marking of examination papers at the request of parents/ carers
- transport that is not required to take the student to school or to other premises where it has been arranged for the student to be provided with education; and board and lodging for a student on a residential visit
- The cost of repair or replacement of school property, equipment or building, or that belonging to school staff, visitors or students, where the damage/loss of property is caused by the deliberate actions of a student.

Where the activity above is broadly described as an 'optional extra', charges will not exceed the cost of providing the optional extra and are divided equally between students taking part.

Participation in an optional extra activity will be on the basis of parental choice and willingness to meet the cost of the activity.

In calculating the cost of optional extras the school takes into account:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of any additional staffing requirements, including teaching and support staff costs;
- any other reasonable cost incurred e.g. insurance.

Voluntary Contributions

St Ives School may ask for voluntary contributions for some school activities which are integral to the delivery of an aspect of the curriculum. Without voluntary contributions for some activities, St Ives School may be unable to run the activity. Where contributions are requested on a voluntary basis, it will be made clear to parents that there is no obligation to make a contribution to costs. In some circumstances, if insufficient voluntary contributions are raised to fund a visit, then the activity or visit will be cancelled.

Voluntary contributions towards the costs of visits during school hours may include travel, insurance, admissions charges and the costs of supply cover for teachers.

Visits (including residential visits) which take place outside school hours

The full cost of food and accommodation will be charged on visits taking place wholly or mainly (i.e. more than 50%) outside of school time. The cost of the visit may include travel, insurance, admission charges, meals, and staff supply costs.

Parents who are in receipt of certain benefits may be provided with a subsidy towards the costs of some board and lodging on specified residential trips, at the discretion of the Head of School where there is a clear and explicit educational benefit to the student in participating, linked to aspects of the school's curriculum. As a guide, these benefits are free school meals, income support, support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance.

Recovery of unpaid charges

Sums payable by parents for exam fees (see above), optional extras to which they had agreed, board and lodging are recoverable as civil debts. The school will request payment in advance of all voluntary contributions and permissible charges in order to reduce the potential cost of debt recovery.

Recovery

For families requiring support with payments, or further advice, please contact the Head of Upper or Lower School.

POLICY