



THAMESVIEW SCHOOL

**Thong Lane, Gravesend,
Kent DA12 4LF**

**Charging and Remissions
Policy**

CHARGING AND REMISSIONS POLICY

The Governing Body recognises the valuable contribution that the wide range of additional activities including visits and residential trips can make towards a student's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for students of the school and as additional optional activities.

In conformity with the requirements of sections 449-462 of the Education Act 1996, the Headteacher will ensure the following applies:

1. Education during school hours (excluding lunch break)

There is no charge for education that is a necessary part of the National Curriculum during school hours with the exception of music tuition (see section 5)

We may charge for:

- books and materials that the parent wishes the student to keep (the cost will be made clear to the parent before charged)
- optional extras (see section 2)
- music or vocal tuition (see section 5)

From time to time we may invite a non-school based organisation such as a theatre group to arrange an activity during the school hours and such organisations may make a charge. Parents may if they wish, ask the Headteacher to agree to their child being absent for that period.

2. Activities outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours where they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the schools basic curriculum for religious education.

Optional extras

The school will charge for optional extras including

- education provided outside of the school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education
- examination entry fee if the registered student has not been prepared for the examination at the school
- transport that is not taking the pupil to school or other premises where the local authority or governing body has arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential visit
- activities provided outside of the school hours, for example adventure activities and holidays. Such activities are not part of the National Curriculum or religious education, nor are they part of a public examination syllabus

The cost of optional extras

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupil wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra,

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Charges and contributions are set to cover the anticipated costs. Should contributions for an activity exceed the actual cost the school will refund any surplus of £5 or more per student, any surplus under this value will be transferred to the Student Support Account.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. Parental agreement will therefore be a necessary pre-requisite for the provision of any optional extra where charges will be made.

3. Activities that take place partly during school hours

Whether a non-residential activity is deemed to have taken place either during or partly outside the school hours is determined accordingly; if 50% or more of the activity including travel time falls during the school hours it will be deemed to have taken place during school hours and charging of the activity will be the same as is outlined in section 1.

However, if 50% or more of the activity including travel time falls outside the school hours it will be determined to have taken place outside of the school hours and charges cannot be made for supply teachers to cover those teachers who are absent from school accompanying students on a visit. In this case the charging of the activity will be the same as is outlined in section 2.

4. Residential activities

Our school will not charge for:

- education provided on any visit that takes place during the school day
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for as the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit
- travel costs where the residential activity is classed as being within in school hours
- residential activities that take place during school hours.

Our school will charge for:

Board and Lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 7)

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charges will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other student will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall outside of the school hours (see section 2).

5. Music tuition within school hours

Thamesview School follow government legislation that states that all education provided during school hours must be free; however music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student.

The school will charge for teaching requested by parents and delivered by specialist tutors given to either an individual student or group to play a musical instrument or to sing. The cost of these lessons will depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

6. Extended services

Thamesview School is dedicated to providing a well-rounded and extensive education for our students which include a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high quality learning opportunities either side of the school day
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of students

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

7. Remissions and concessions

The school will give consideration to the remission of charges to parents who receive the following support payments:

- Universal Credit in prescribed circumstances
- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit , provided that Working Tax Credit is not also received and the families income does not exceed £16,190
- Guaranteed element of State Pension Credit
- Income related employment and support allowance.

Students of families who receive these payments are also entitled to free school meals. Parents who are eligible for remission of charges will be dealt with confidentially.

8. Voluntary Contributions

The Governing Body may ask for voluntary contributions to the school for general funds and /or fund activities that will enrich our students' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to the parents.

9. Inability or unwillingness to pay

Thamesview School is committed to ensuring fair access and treatment of all students, and this means ensuring that no students is excluded from an activity because the parents or careers are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the student or parents of the student who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

10. Damage, loss or willful neglect of Property and breakages

Where school property has been lost, willfully neglected or damaged by a student/staff member the school will charge those responsible for the cost of repair or replacement.

Where the property belonging to a third party has been damaged by a student/staff member and the school has been charged, the school will recover the cost from those responsible.

11. School mini-bus

Where made, charges for travel will cover actual costs incurred, including depreciation; the service will not make a profit for the school. Only students, staff or parents/ careers may travel in the school minibus as allowed by the Schools permit issued under section 19 of the Transport Act 1985 from the Traffic Commissioner (Department of Transport).

12. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examination list, where students have been prepared for the examination by the school. However charges will be made for the following:

- entry to a prescribed public examination is at the request of parent/guardian
- the examination is on the set list, but the student was not prepared for it at this school
- a student fails without good reason to complete the requirements of any examination where the governing body or the LA originally paid or agreed to pay the entry fee
- any remark or resit where teachers in that subject area professional believe the students full potential has been realised

13. 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, students usually provide their own ingredients, but if the student forgets, the school provides the ingredients and recovers costs appropriately.

14. Library book/audio CD

Books/audio CDs are free to borrow from the school library. If books or CDs are not returned within 2 months or are returned in an unfit condition, a charge will be made for the full cost of replacement. For books/audio CDs that have been borrowed more than ten times, the replacement cost will be halved.

15. Lettings

Where the school makes its facilities available to outside users a charge of at least the cost of providing the facilities, including costs of staff will be made.

16. Replacement ID Cards

The first ID card will be replaced free of charge. If the replacement card is lost a charge of £5 will be made for each subsequent card issued.

17. Lockers

Lockers are available for students to use on a first come first served basis for a one off payment fee of £10 for duration of their time at Thamesview School. If students require a replacement key or padlock there will be a charge of £5.

18. Other charges

A charge may be levied for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

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This Policy was agreed and adopted at a Governors' meeting held on _____ (date)

Signed _____ (Governor)

Signed _____ (Headteacher)

This policy will be formally reviewed in _____ (date)