

# Charging And Remissions Policy

## From Staff Policies

Priory School aims to provide a broad, balanced curriculum for all students within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions, in whole or part, from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational experiences provided for the students.

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## Policy Details

### Legal Status

Statutory

### Adopted

November 2006

### Version Date

November 2010

### Last Review

January 2019

### Next Review

January 2022

### Responsible SMT

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## Purpose

- To ensure that, during the school day, all students have full and free access to a broad and balanced curriculum. The school day is defined as 08.25 – 15.15.
- To ensure that no student is excluded from a curriculum essential trip or out of school activity because of financial hardship.
- To identify areas of activity where a charge may be made on parents.
- To follow the provisions of the 1996 Education Act and 1988 Education Reform Act.

## Principles

Priory School believes that

- Available funds should be used in the most effective way for all students.
- The principles of best value should be applied when planning activities that incur costs to the school and/or charges to parents.
- That students should not be excluded from a curriculum essential trip or an essential out of school activity because of financial hardship.

The Charging & Remissions Policy will embrace the principles of the Equality Policy; Curriculum Policy; Teaching and Learning Policy.

## Details

All activities that are a necessary part of the National Curriculum (plus religious studies) will be provided free of charge. This includes any materials, equipment and transport to take students between the school and activity.

Some activities which broaden the curriculum are expensive, e.g. theatre trips, museums, etc. However, the school does not have funds to cover the costs of such 'extras' and voluntary contributions are asked for. A student should be offered the chance of undertaking these activities regardless of contribution made, but if voluntary contributions do not meet the full costs, the school reserves the right to cancel the visit.

When charges are made for any activity outside the school day, or voluntary contributions requested for activities either within or outside the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions to the School Fund, fundraising activities, and support from charitable organisations and trusts.

The school makes remission arrangements, in accordance with statutory guidance, for those in prescribed categories requiring financial assistance, e.g. parents or carers in receipt of income support, family credit, job seeker's allowance, or disability working allowance. The school also seeks to support other parents and carers suffering financial hardship, according to need and availability of funding and in accordance with the principles of the Policy (the maximum subsidy will be 10% up to a minimum of £50). Parents or carers who require financial assistance should apply to the Headteacher.

Charges may include an appropriate element for the following costs: (1) (a) travel costs (b) board and lodging (c) materials, books, instruments and other equipment (d) non-teaching staff costs and the costs of hiring teaching or instructional staff (which can include travel, board and lodging) who have been engaged specifically for the purpose of providing the activity. (e) entrance fees (f) insurance costs (2) Individual music tuition which takes place in or out of school hours and which is not provided as part of the specification for a prescribed public examination or to fulfil the requirements of the national curriculum. (3) Opportunities are often made available for students during the year which are not directly connected to the curriculum e.g. ski trips, and are organised by private commercial companies. The school will charge the parents the full cost of the trip. (4) The full cost of trips extra to the national curriculum and/or examination.

## **Classroom materials**

No charge will be made for materials and equipment. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used. Some subject areas will offer additional materials at cost (e.g. Art Sketch Books) but where these are not purchased the school will provide an alternative. Additionally some subjects will offer additional, non essential, resources at a cost e.g. Revision Guides. The school will seek to recover costs from parents where school resources or materials are misused, damaged or lost.

## **Examinations**

There will be no charge for any activity that is an essential part of the syllabus for an appropriate exam. The school will seek to recover costs from parents where:

- Students fail to attend an examination for which a fee has been paid.
- Students fail to produce coursework where an examination entry has been made.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Costs of non-prescribed examinations and preparations for such examination outside school areas.
- Costs where a parent requests a remark

## **Damage to School Property**

The school will seek to recover costs from parents where school property is deliberately and wilfully damaged.

## **Use of School Premises**

This is covered by the School's Lettings Policy.

## Roles and Responsibilities

The Headteacher (or Senior Manager authorised by the Headteacher) should consider any requests for remission and make a decision in accordance with the statutory regulations and principles of the Policy (the maximum subsidy will be 10% up to a minimum of £50).

Organisers of trips or visits have a responsibility for

- ensuring that any charges made or voluntary contributions requested are in accordance with statutory regulations and the principles of the Policy. If uncertain they should seek guidance from the Trips & Visits Coordinator.
- ensuring that collection of any monies is managed through appropriate school systems. If uncertain they should seek guidance from the Bursar.

The Trips & Visits Coordinator is responsible for checking that charges and voluntary contributions meet the requirements of current legislation and the principles of the Policy.

The Bursar is responsible for ensuring that the handling of any monies collected and making of any payments complies with the required Financial Standards and Best Value Principles.

Parents are responsible for providing suitable clothing for particular activities e.g. physical education

## Monitoring and Evaluation

The Strategic Organisation Committee of the Governing Body will monitor the impact of this policy by receiving, on an annual basis, a financial report of those activities that resulted in charges being levied, the subsidies awarded (no names) and the source of these subsidies.

### Related Procedures

- Lettings Procedure
- Educational Trips and Visits Procedure

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At Priory we aim to identify and support all children following the guidance as laid out in the East Sussex Dyslexia Policy.

- This page was last modified on 15 January 2019, at 09:37.