

# SOUTHFIELD SCHOOL

## CHARGING AND REMISSIONS POLICY

### Introduction

The Governing Body (GB) recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential trips and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

(Throughout this policy, the term "parent(s)" means all those having parental responsibility for a child.)

### Charging

The GB reserves the right to make a charge in the following circumstances for activities organised by the school:

1. *School trips and residential trips in school time:* the board and lodging element of the residential experience and outdoor pursuit courses; trips outside of the curriculum delivery ie: rewards, enrichment/enhancement trips.
2. *Activities outside school hours:* the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
3. *Materials:* the cost of materials or ingredients for design and technology and food technology, if the pupil or parent wishes to take home or own the final product;
4. *Acts of vandalism and negligence:* the GB reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
5. *Examination fees:* if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends the examination.

If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the School has paid an entry fee, the GB may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the School.

6. *Uniform:* The cost of purchasing school uniform will be the parents' responsibility. Free school Meal Students can apply for 50% of the total cost.

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7. *Music Lessons*: Extra-curricular music lessons and lessons taught individually or in groups of four or less. Music lessons forming part of the National Curriculum or part of a GCSE course will be paid by the school.
8. *Out of School Hours Child Care, Breakfast and After School Clubs*.
9. *Provision of Education and use of Facilities*: to those persons who are not registered pupils at the School.
10. *Data Access requests*: the Governing Body reserves the right to charge a reasonable fee for provision of information under Data Protection and Freedom of Information provisions.

### Calculating Charges

When charges are made for any activity, whether during or outside of 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 cannot or will not. Support for cases of hardship will come through the voluntary contributions and fundraising, notwithstanding the provision for Pupil Premium students as detailed below (in remissions).

### Charges for Photocopying and Telephone Calls

Staff wishing to make use of the school's facilities for their private use should notify and seek permission from the Finance Manager. Quick, local calls will not be charged but long distance calls will be monitored as per the records produced by the system software and will be charged back to the member of staff by invoice. Photocopying charges will be invoiced back to the staff member at the end of the month in which the copying is requested.

### Remissions

The school will give consideration to the remission of charges to parents or carers who receive qualifying state benefit(s), and those children who receive free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The remission of charges for Pupil Premium students who are not entitled to free school meals will be considered on an individual basis.

The Head teacher and Chair of Governors will authorise remission charges. Pupil Premium students who are entitled to Free School Meals will not be charged for educational visits relating to the curriculum. Other pupil Premium students will be assessed on an individual basis.

The school may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be determined by the Head teacher.

The GB will remit part of the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination. The percentage to be paid by the School will be considered based on the purpose and total cost of the trip and will be decided at Finance Committee meetings on a termly basis.

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The GB invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head teacher will authorise remission in consultation with the Chair of Governing Body/Finance Committee.

## **Special Education Needs**

The Board would not charge for the cost of providing the special education needs of a pupil where these have been agreed with the Local Authority.

## **Insurance**

Any insurance costs will be included in charges made for trips or activities.

## **Voluntary contributions**

Nothing in this policy statement precludes the Governing body from inviting parents to make voluntary contributions. If there is a 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.

## **Monitoring, Evaluation and Review**

The Board will review this policy at least every two years and assess its implementation and effectiveness.

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