

HINCHINGBROOKE SCHOOL



Policy Statement
on

CHARGING AND REMISSIONS

Drawn up by:	KN/DAR
Date:	April 2009
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CHARGING POLICY

This charging policy is defined with reference to the Education Reform Act, which requires all schools to have a published charging policy for viewing by parents. The following policy statements are made in the context of the following school activities: Trips, Music Tuition, Materials & Text Books, Locker Keys, Replacement of Lost or Damaged Property and Examination Fees.

1. The school may not charge for anything at all unless it has a Charging and Remissions policy.
2. The school may not levy a compulsory charge for transport to any event during school hours (eg swimming lessons; museum trips etc). This is because admission to education during school hours must be free.
3. If a school event is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the student is to sit, or is part of the Religious Education curriculum then it must run. When such an event is placed in the Scheme of Work, the relevant department must underwrite the cost of the event from its budget or seek Head teacher permission to underwrite it from school contingency funds.
4. If a school event is not necessary as part of the national curriculum, does not form part of the syllabus for a prescribed examination that the student is planning to sit, and is not part of the Religious Education curriculum then it should not run if it is uneconomic unless the Head teacher chooses to underwrite it from contingency funds.
5. If a school event requires out-of-school hours board and/or lodgings then the school may charge parents for the board and lodging element of the event at cost.
6. Families (with one exception – see below) may be approached for a voluntary contribution to any and all school events, provided that the approach is made using the standard letter and is approved by the Headteacher. Parents should be told the 'per pupil cost' of the visit in this letter, but must also be told that any contribution is voluntary and, that no-one associated with the event will know whether they have contributed or not.
7. Where events are wholly or mainly during school hours, families (or students) in receipt of the following support payments will, in addition to being entitled to a free school meal, be entitled to remission of all charges and free board and lodging during residential trips:
 - a. Income Support;
 - b. Income-based Jobseekers' Allowance;
 - c. An income-related employment and support allowance;
 - d. Support under Part VI of the Immigration and Asylum Act 1999; or
 - e. Child Tax Credit (provided the family is not entitled to Working Tax Credit) and have an annual income that as of 6 April 2009 does not exceed £16,040 (as assessed by Her Majesty's Revenue and Customs);
 - f. The Guaranteed element of State Pension Credit.
8. Families in receipt of these support payments have a similar entitlement to remission where the event takes place outside school hours but is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the student is planning to sit, or is part of the Religious Education curriculum. Families in receipt of the above support payments are not exempt from paying the cost of lost or damaged property.
9. Educational Visits Coordinator compiles list of visits for approval by: Leadership Group, the Headteacher and finally Ethos Governors. With the final list being made available to parents via the HSA.
10. The Deputy Head (Curriculum) will analyse which events and or trips are prescribed elements of the curriculum, and these will be reviewed annually.
11. If a student fails without good reason to complete the examination requirements for any examination for which Hinchingbrooke School has paid (or is liable to pay) an entry fee, then the School will seek reimbursement from parents. This will include poor attendance on courses or requesting special arrangements without medical or educational psychologist's support.