



Charging & Remissions Policy

Reviewed November 2010

Charging and Remissions Policy

ADDITIONAL ACTIVITIES ORGANISED FOR PUPILS CHARGES AND REMISSIONS

A. INTRODUCTION

1. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.
2. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

B. CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

3. School Journeys in School Hours

The board and lodging element of the following residential activities deemed to take place within school hours:

- Activities Week
- Field Trips (voluntary parental contribution)

4. Activities outside school hours

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours:

(Please see BBHS Trips & Visits Policy)

5. Instrumental Music Tuition

The cost to the pupil for providing the following individual instrumental tuition:

- School to ask for a voluntary parental contribution towards peripatetic music tuition – suggested amount £20 / Term - £60 / Annum

Resources are delegated to the Governing Body by the Local Education Authority for instrumental tuition. The Governing Body has the right to make a charge to parents for all or part of the cost of providing such tuition. Charges will not exceed the cost to the school of such tuition. Charges will not be made in the following circumstances:

- where a pupil is in receipt of (or registered for) free school meals the nationally agreed criteria for which is:
 - Income Support
 - Income-based Job seekers Allowance
 - Child Tax Credit (TC 602), no working Tax Credit and an annual income that does not exceed the first threshold level, for figures please refer to the current government legislation. Supported by the National Asylum Support Service (NASS)
- where a pupil's family is in receipt of "Invalidity Benefit" or "Widow's Pension"
- other exceptional cases not falling within the criteria listed above.

Current legislation allows pupils to be charged for instrumental music tuition so long as a teaching group does not exceed 4 pupils. A charge may not be levied where the tuition is provided as part of a recognised external examination course within the school's curriculum.

The decision about charges for instrumental music tuition will be reviewed annually and parents informed.

6. Materials, Instruments etc

The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents) for the following activities:

Subject Sales (Tech & Art) Musical Instruments

The Governing Body may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product

7. Examination Fees

- i) Where a pupil has not been prepared for a public examination by the school, the Governing Body may make a charge for the cost of entering the pupil for the examination if previously agreed by the parents.
- ii) If a pupil fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Body may recover the fee from the parent.

8. General

- i) The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

- ii) Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

C. REMISSIONS

9. Where the parents of a pupil are in receipt of:

- Income support
- Income-based Job Seekers Allowance
- Child Tax Credit (TC 602), no Working Tax Credit and an annual income that does not exceed the first threshold level for figures please refer to the current government legislation.
- Supported by the National Asylum Support Service (NASS)

The Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher and Finance & Business Manager in consultation with the Finance Committee or Chair of Governors

Uniform

Fitting the criteria as stated above parents can apply to the governors in confidence for assistance with the cost of school uniform.

Signed

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