



## **Charging and Remissions Policy**

### **1. Introduction**

The Corsham School Academy Group (CSAG) believes the education of students is broadened and enhanced by well-planned and supervised visits, outdoor pursuits, sporting and cultural activities.

The curriculum is enriched and teaching is stimulated by pupils' experiences outside of the schools both in and beyond school hours. Although the trust has full regard to and has always supported the principle of providing free education for all it acknowledges that every worthwhile activity organised by staff and involving the use of physical and human resources does have cost implications. Such costs either come from the individual schools budget or have to be found from other sources.

It is therefore the CSAG's policy to request whatever voluntary contributions are necessary to ensure the fulfilment of its educational aims through school activities. At the same time the school will have due regard to the individual circumstances of students whose families may find it difficult to contribute.

The aim of this Policy is to make explicit what parents/carers are expected to pay for, subject to the provisions of the Education Act 1996, and which requests may be made for voluntary contributions. The detailed regulations for charging and remissions are exemplified in 'Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities – May 2018'.

### **2. Guiding Principles**

Schools in the CSAG are entitled to charge for the following activities/resources:-

2.1 Those which take place wholly or mainly outside school hours but which are not provided as part of a prescribed examination syllabus or in order to fulfil statutory duties under the national curriculum or religious education. These are known as Optional Extras. Where an optional extra is being provided, a charge can be made for providing:

- materials, books, instruments, or equipment.
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

2.2 Board and lodging elements of all residential visits (subject to para 2.1 above)

2.3 Individual and small group music tuition except when it is specific in the syllabus of a prescribed public examination to fulfil statutory duties under the National Curriculum

2.4 Activities arranged by a third party (subject to para 2.1 above)

2.5 Any ingredients, materials, books, instruments or equipment, where the parent/carer has indicated they wish to own them or the finished product\*

2.6 In relation to public examinations parents/carers will be expected to pay for:-

- Exam and entry fee(s) if the pupil has not been prepared for the prescribed examination in an academic year
- 'Wasted' exam entries e.g. for spoilt papers or for non-attendance without acceptable reason
- Entry for non-prescribed examinations;
- The cost of re-scrutiny of exam papers where the re-scrutiny is not requested by the school
- The recovery of entry fees where without good cause the student has failed to complete the examination requirements
- Re-entry of the module if it is the pupil/parent who requests the re-sit of the exam (the school will pay for the initial exam entry)
- Invigilation costs – if the parents request exam entry and no other internal candidates are sitting exams

\*in some cases the Corsham School Academy Group will be able to supply these materials/resources at a discounted rate to parents through purchasing with the Academy Groups suppliers.

### **3. Voluntary Contributions**

Parents/Carers may be asked to make voluntary contributions for any school activities which take place during school hours, school equipment, or towards school funds generally. There will be no limit on the level of voluntary contributions and no restrictions on the use to be made of such contributions.

The contribution must be genuinely voluntary and the students of parents who may be unable to contribute may not be discriminated against. Where there are insufficient voluntary contributions to fund the activity, then it may be cancelled. The School must make that possible consequence known to parents when initially requesting financial support.

### **4. Breakages and Damages to School Buildings, Furniture or Property**

Parents/Carers will be required to reimburse the school for wilful or irresponsible damage to school property for which their child is responsible.

### **5. Remissions Policy**

No charge except board and lodging can be levied for any education or associated activities carried out in relation to prescribed examination requirements or to fulfil statutory duties relating to the national curriculum or religious studies.

No charge for board and lodging shall be levied on parents who can prove they are in receipt of any of the following benefits:-

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The Board of Trustees will leave to the discretion of the Headteacher the decision as to what proportion of the cost of activities should be charged to public or non-public funds and when to request voluntary donations.

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