

NEW MILLS SCHOOL & Sixth Form

CHARGING & REMISSIONS POLICY

Revision	Authorised by	Date	Adopted by	Date
Draft	J O Elms	April 2010		
	F&GP	September 12	FGB Min No.	October 12
Update	G Cash	February 2015	FGB Min No.	18/03/2015
Review	G Cash	April 2016	FGB Min No 16bi	24/05/2016
Review	G Cash	September 2017	FGB Min No 13c	16/10/2017

Revision	Date	Description of Changes
J Crowton	July 2012	Updated.
G Cash	February 2015	Review and update
G Cash	April 2016	Review
G Cash	September 2017	Review and Update

Signed:M Cole.....
Chair of Governors

Date:16/10/2017

Policy: Charges and Remissions

Sections 109 to 119 of the Education Reform Act 1998 and DfE circular 2/89 set out the law on charging for school activities. The Act charges the governing body with formulating a policy on this issue.

Introduction

The Governing Body of New Mills School emphasises its commitment to continuing provision of free education for all. The Governing Body recognises, though, that certain optional activities may be organised by the school, either wholly or mainly outside school hours, which are not required as part of a syllabus for a prescribed public examination and are not required to fulfil statutory duties relating to the national curriculum or to religious education and which may, therefore, be liable to a charge.

Further, the Governing Body reminds parents/carers that they are responsible for the provision of school uniform as set down in the school's policy on uniform. In exceptional circumstances the school may be able to provide financial assistance towards the purchase of the school's official school uniform where financial hardship can be proven. Parents/carers should speak, in confidence, to their child's Year Manager to outline the details.

Parent/carers are also liable for the cost of travel from home to the place of education when that travel is undertaken on transport not provided by the LA or school.

Parents/carers are liable to charges to meet the cost of an activity organised via a third party with the parents/carers' consent, for example, peripatetic music lessons, and are liable to meet the cost of ingredients, equipment, materials, peripatetic music lessons, etc. for practical subjects when the result of the lesson is a finished product which parents/carers wish to own.

Parents/carers are also liable for any board and lodging required as part of a school trip or visit.

School Hours

The school day runs from 08.45 am. to 3.10 pm.

i) Non-residential activities

Where such an activity takes place, wholly or mainly outside school hours, then a charge will be levied to meet any cost incurred in offering that activity. All such trips must be self-financing, and should not intentionally generate a surplus.

ii) Residential activities

a) A charge for 'board and lodging' will be made for all such activities.

b) Residential activities which take place wholly or mainly outside school hours will be organised as 'optional extras'. A charge may include travel costs, board and lodging costs, materials, books, instruments and other equipment, non-teaching staff costs, entrance fees to museums, castles, theatres, etc. insurance costs and teaching staff costs when such staff are engaged on a separate contract for services to provide the optional extra.

c) All such trips should be self-financing and should not intentionally generate a surplus (or deficit).

iii) Voluntary contributions – residential and non-residential activities

The school may, from time to time, seek to organise an activity funded by the voluntary contributions of the parents/carers of those students involved. The school reserves the right to cancel such an activity if insufficient voluntary contributions are forthcoming. In the event that some contributions have been received for a cancelled activity, these will be refunded via cheque, irrespective as to how the payments have been received.

iv) Subsidies for school trips

If a student states that he or she cannot go on a school visit or activity due to lack of funds, the school will consider financial support if a significant benefit can be identified from attendance, and one or more of the following criteria is met:

- Family on Income Support
- Single-parent/carer family
- On Free School Meal register or Pupil Premium list
- Evidence of financial hardship

v) Public Examinations

- a) Where, with parental consent, a student is entered for a public examination, which does not fall within the list of prescribed public examinations, then this entry will be treated as an optional extra and a charge will be made for the entry fee.
- b) When a parent/carer requests that an examination result – whether or not of an examination appearing on the list of prescribed public examinations – be re-scrutinised, then the parent/carer will be liable for any charge made by the examining body for this service.
- c) Where the school decides that it is appropriate for an examination paper to be reviewed, then the school will bear the cost
- d) Where a student is re-sitting a prescribed examination for which no additional preparations has been given by the school, then the parent/carer will be charged for the entry fee of that examination.
- e) Where the school agrees, at the request of a parent/carer, to enter a student for a prescribed public examination for which he or she has not been prepared by the school, the parent/carer will be charged for the entry fee of that examination.
- f) If a student fails, without good reason, to complete the examination for which the school has paid – or is liable to pay – an entry fee, then that entry fee will be charged to the parent/carer of the student concerned.

vi) Damage or breakage

Where, as a result of a student's unsatisfactory behaviour, damage to school instruments, fabric, materials or property occurs, a charge will be levied to enable the damage or breakage to be made good. See Appendix 1.

vii) Music Tuition

Individual and group music tuition is available in school and is provided by Peripatetic Music Teachers, who will bill parents/carers directly.

viii) Lettings

Charges relating to the letting of school facilities are covered separately under the school's Lettings Policy.

Remission

- i) Charges for damage or breakage will, at the discretion of the Headteacher, be remitted either in full or in part, depending upon the circumstances in which the damage or breakage occurred.
- ii) Remission of any charges to be levied may be made by the Headteacher in appropriate circumstances.
- iii) The participation of a student on a residential visit will require the prior approval of the parent/carer concerned.
- iv) The participation of students on visits or trips is subject to the school's policy on visits or trips.

- v) Charges cannot and will not be made for activities required to fulfil any requirements specified in the syllabus for a prescribed public examination; to the national curriculum; or activities organised specifically to fulfil statutory duties relating to religious education.
- vi) Were a trip or activity is carried out successfully, and a surplus balance remains in the trip account, the surplus will be dealt with as follows;
 - a. If the surplus equates to more than £5 per student then a refund should be made to the parent/carer of each student who attended, payment to be made by cheque, unless payment has been made via ParentPay, in which case a refund can be made via the ParentPay system
 - b. If the surplus equates to less than £5 per student then the surplus should be transferred into the School fund, where it can be used to benefit all students in the school

Appendix 1

Schedule of Minimum Charges

Refill of fire extinguisher	£35.00
Setting off fire alarm	£25.00
Chair broken	£25.00
Table broken	£30.00
Small window internal	£35.00
Small window external	£35.00
Large window external	£50.00

(These charges are intended as guidance, actual charges levy may vary depending on circumstances and actual cost of repair)

Lost or damaged books – actual cost of replacement.

Graffiti – dependant on value of the item, damage caused and cost to remove

Property damaged that can be made good by caretaking staff will be charged according to time and materials taken to repair.

Damage done wilfully and with intent will be charged at actual cost not as contribution – e.g. kicking in doors and windows.

Damage to school equipment such as PC, Laptop, TV, DVD will be cost of the repair or replacement if proved wilful.

Relevant Exam fees will be charged at cost.

All of the above will be charged direct to parents/carers by way of invoice. Where payment is not forthcoming, DCC will take whatever action is necessary to recover charges.