



INVESTOR IN PEOPLE

# Charging and Remissions Policy

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<b>Important:</b> This document can only be considered valid when viewed on the school's website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.	
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## **AIMS**

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing body:

- To make a broad programme of activities and trips accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges.

The Governing Body also recognises that there is a clear distinction in charging between Curriculum and Non Curriculum activities. Curriculum costs will be kept to a minimum.

## **Curriculum Activities**

### **Curriculum trips and activities**

To ensure that no charge is levied for any activities which form a part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.

In a number of subjects, notably Art & Mathematics, pupils are expected to provide some specialist stationery and/or equipment and in Modern Foreign Languages, pupils are advised that possessing a copy of the relevant dictionary would be advantageous to their private study and homework.

To levy a charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission (see section on **Statutory Remission**).

In some circumstances PP or CLA funding could be used to support activities.

### **Residential Trips – Board and Lodgings**

Voluntary contributions may be requested for trips and activities which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements. Pupils who are entitled to free school meals may pick up a packed lunch from the school dining rooms before setting out on the trip.

The cost of trips and visits that take place mainly out of school hours are to be met by pupils and parents or carers, and this includes board, lodging and travel costs, subject to statutory exceptions. The governors will assist with charges for board and lodging for pupils whose parents are in receipt of income support or family credit where the activity takes place in school hours, or if it is out of hours but is

- On the syllabus of a prescribed examination
- A Curriculum requirement (eg. Geography Field Trip)
- To fulfil statutory duties relating to religious education

## **General Lesson Costs**

To levy a charge in respect of practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product. E.g, in practical subjects such as Design, Food and Textiles Technology.

### **Library Charges**

The school charge a flat rate of £3.00 per item for all books/CD's and DVD's that have been damaged or lost. If a pupil / parent has paid this charge and the items is then found you will be reimbursed the charge.

### **Examination Fees**

To meet the cost of examination entries for all subjects taught in school for pupils at KS3 and KS4 who have fulfilled the entry criteria. Where the entry criteria for subjects have not been satisfied e.g, attendance, completion of coursework and minimum level of attainment, candidates who still wish to be entered will be required to pay the entry fees, which will be returnable on the achievement of a grade in those subjects. Pupils who have been entered for any examination and who fail to attend for no good reason will be required to pay the fee.

### **Examination Resits**

- Pupils' examination fees for the first presentation of all modules are paid for by the school
- Where it is the school's decision that a pupil resits a module the cost too will be borne by the school
- If a pupil opts to resit against the advice of the school he/she will be charged for the resit

### **Books and Equipment**

To levy a small charge for lost exercise books or damaged equipment. Text books which are issued to pupils and may be taken home are the responsibility of pupils who will be charged for any loss or damage.

### **Music Tuition**

To require parents/carers to make a contribution of £210 per year per instrument towards the cost of instrumental tuition by teachers of the Schools' Music Service. The cost of receiving music tuition lessons is subsidised by Malet Lambert School and payment must be received in advance of the start of each term.

A full terms notice is required to cancel music tuition lessons, for example if your child wants to end lessons in the summer term then you must notify Malet Lambert School at the beginning of the spring term otherwise you will be charged for the full summer term.

### **Victoria Dock**

To provide transport for those pupils who live on Victoria Dock to enable them to travel both to and from Malet Lambert. The cost to parents/carers for the year is £400.00. This cost is subsidised by the school.

### **Freedom of Information**

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café. Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or

videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box. All charges will be fair and reasonable.

### **Private Copying**

The school makes charges for personal photocopying and printing:

A4 white single sided	5p	A4 coloured single sided	25p
A4 white double sided	7p	A4 coloured double sided	35p
A3 white single sided	10p	A3 coloured single sided	50p
A3 white double sided	14p	A3 coloured double sided	70p

The school makes additional charges for different paper types.

A4 coloured paper	2p	OHP's	40p
A4 coloured card	4p	Binding	40p
Laminating – per sheet	20p		

These costs all include VAT at the current rate. Income raised from this is used to reimburse the relevant expenditure account.

### **Non-Curricular Activities**

To levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities. If a pupil withdraws from a trip and a replacement cannot be found, the deposit may not be refundable.

Payment plans can be put into place to support parents who may find payment in a lump sum difficult and who are not in receipt of any statutory contributions.

### **School Property**

To charge parents for damages to or loss of school property caused wilfully or neglectfully by their children. Damage to school property will be charged as follows:

- No charge made for accidental damage
- 50% of cost of repair or replacement will be charged where a pupil has caused damage to school property in an accident caused by a transgression against school rules
- 100% of cost of repair or replacement will be charged where the damage to school property is wilful and deliberate.

### **Private Lettings**

To charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate. Discretion can be allowed at the Finance Business Manager's discretion. Charges for Extended Services are detailed in the Extended Services Charging Policy.

## **Statutory Remission**

Statutory remission is given to those parents who are in receipt of either:-

- Income Related Benefits or Universal Credits
- Support under Part vi of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit

In cases where charges are to be levied, parents will be advised in advance and any monies collected prior to the activity. Requests for statutory remission should be made to the Head of School and complete confidence will be observed in every case.

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.