

BROCKINGTON COLLEGE



Charging and Remission Policy

Brockington College, a Church of England Academy, has at its heart a distinctive Christian ethos. Based on our Christian foundation and values we seek to promote a culture of developing every person and therefore every school policy is written from this perspective, with a commitment to learning and maturing in the context of communal and individual development. We lay particular stress on the Christian values of perseverance, learning, wisdom, justice, koinonia, forgiveness and compassion for individuals and across the school community.

Signature: Date:

Printed Name: Position:

Date of Review	November 2015
Next Review	October 2017
Approval By	Finance & Pay Committee
Review Frequency	Two Yearly

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. 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.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges. The governing body also recognises that in order to support and enrich the curriculum voluntary contributions may be requested from parent/carers in certain circumstances.

Activities in school hours

All education during school hours is free, including materials, equipment and transport provided by the LA or the school to carry pupils between the school and an activity **excluding** musical instrument tuition of individuals or groups of up to four pupils by specialist teachers. Voluntary contributions for transport costs may be sought from parents.

For school-time activities that cost extra (other than musical instrument tuition) parents/carers may be asked to make voluntary contributions (in cash or kind, such as ingredients or materials for Technology). Where extra costs are inevitable, parents/carers are informed at the planning stage.

Pupils whose parents/carers do not make contributions are not left out of activities or treated differently in the course of the lessons from those whose parents/carers contribute, but any finished projects or artefacts remain the property of the school unless the governing body decides otherwise.

When a non-school organisation arranges an activity to take place during school hours and parents/carers want their children to join the activity, such organisations may charge parents/carers. Parents/carers must ask the school to agree to their child's absence and the Principal and governing body decide whether this is in the pupil's best interest.

Music Tuition

Musical instrument tuition charges are reviewed annually by the Governors' Finance Committee at the time of setting the budget for the following financial year. Parents/carers are informed in the preceding term of any increase in charges.

Parents/carers whose children receive free school meals may apply to the Principal for **remission** of costs to be considered. Parents/carers are informed in the school prospectus of their right to claim free activities if their child is entitled to pupil premium funding or is a looked after child.

Activities outside school hours

Charges may be made for activities outside school hours when they are not a necessary part of the National Curriculum or religious education.

Charges may be made for 'optional extra' activities provided by the school outside school hours. The Principal decides whether a charge should be made.

Where charges are made, the charge for each student is not more than the actual cost although it may cover some of the cover costs for teachers from the school who have been asked to supervise the activity. Special rules apply for residential trips (see below).

Examinations

The school will make no charge for public examinations for Key Stage 4 pupils, that are part of the curriculum offered to pupils. The Principal has the discretion to apply a charge for pupils at the school whose parents/carers request to sit an additional subject, not covered by the curriculum at the school.

Re-sits for public examinations will be charged at full cost, with an administration fee to cover the costs occurred by the school in re-entering the pupil and supervising the examination. Additionally, all examinations for external candidates will be charged at full cost and administration charges will apply.

Trips

Residential/Day trips that do not form part of the national curriculum syllabus but are available as an optional extra to enrich the curriculum provision during a pupil's time at Brockington will be charged for. The voluntary contributions requested will reflect the full cost of that activity (including any consequential costs such as supply cover, transport, administration costs, refreshments) less any subsidy from funds available to the school and the full payment must be received prior to the activity for the pupil to take part. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Day trips – full payment is required at least one week prior to the departure date.

Residential trips – full payment is required at least one month before the departure date. A non-refundable deposit will be required to secure a place. Cancellation of a secured place can only be made 3 months prior to the departure date. During the final 3 months payment in full will be expected from all pupils, any pupil dropping out will be expected to pay the full cost of the trip.

Any pupil who has not paid in full will not be allowed to go on a trip, but the school will still expect payment in full to cover the cost of the place that was booked and paid for by the school.

Damage to school property

The school will ask parents/carers to contribute towards the cost of damage to school property or equipment where this results from a pupil's negligence or misbehaviour during any activity or trip.

The school reserves the right to refuse pupils the opportunity to take part in trips and activities where there is a history of vandalism or poor behaviour, as this may represent a Health and Safety risk and cause damage to the reputation of the school.

Remissions Policy

Where the parents/carers of a pupil are able to access pupil premium funding, parents/carers are invited to apply in confidence to the Principal for the remission of charges in part or full.