

SWANMORE COLLEGE OF TECHNOLOGY

CHARGING AND REMISSIONS POLICY

Introduction

This policy has been formulated in accordance with the Local Authority's guidance on charging for school activities.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the College are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the College recognise that the legislation prohibits charges for the following: -

- an admission application to the college;
- education provided during college hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside college hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the college, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the college, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the college;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the college (however, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents);
- education provided on any trip that takes place during college hours;

- education provided on any trip that takes place outside college hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the college, or part of religious education;
- Supply teachers to cover for those teachers who are absent from college accompanying pupils on a residential trip;
- transporting registered pupils to or from the college premises, where the local authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the college;
- transport provided in connection with an educational trip.

Publication of Information

A summary of this policy will be included on the college website which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

The college will make a charge for information provided in respect of the Freedom of Information Publication Scheme.

Charges

1. any materials, books, instruments or equipment where the child's parent wishes he/she to own them;
2. board and lodging on residential visits (not to exceed the costs);
3. the proportionate costs for an individual child of activities wholly or mainly outside college hours ("optional extras") to meet the costs for:
 - travel
 - materials and equipment
 - non-teaching staff costs
 - teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
 - entrance fees
 - insurance costs;
4. individual tuition in the playing of a musical instrument;

5. re-sit(s) for public examinations where no further preparation has been provided by the college;
6. costs of non-prescribed examinations where no further preparation has been provided by the college;
7. re-scrutinised public examination results due to a request by parents;
8. any other education, transport or examination fee unless charges are specifically prohibited;
9. breakages and replacements as a result of damage caused wilfully or negligently by pupils (this includes windows, furniture, defaced, lost or damaged books and course materials);
10. extra-curricular activities and college clubs.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential college trips. The relevant support payments are: -

- Income Support (IS);
- Income Based Jobseeker's Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's annual income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16040 (Financial Year 2009/10);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

Voluntary Contributions

The college will request voluntary contributions from parents for college activities in or out of college hours for which compulsory charges cannot be levied but which activities, wholly or in part, can only be provided if there is sufficient voluntary funding, whilst ensuring that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution.

Parents may be invited to make a voluntary contribution for the following: -

- any activity which takes place in or out of college hours;
- college equipment;
- college funds generally.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents: -

- that the contribution is genuinely voluntary and a parent is under no obligation to pay;
- that registered pupils at the college will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

If insufficient voluntary contributions are raised to fund a visit it will be cancelled.

Date of Policy approval July 2010

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