

# CHARGING AND REMISSION POLICY for all school activities (Statutory)



## 1. Preamble and Context

Our Governing Body acknowledges the right of all of our students to receive free state funded school education and understands that activities offered wholly or mainly during normal learning time must be made available to all students regardless of their parents' ability to help meet the cost.

However, our Governing Body also reserves the right to levy specific charges in any circumstances they deem necessary and within the guidelines of the Education Reform Act of 1988. Without such charges being raised, the many and varied activities which Nunthorpe offers its students would be severely limited. Our Governing Body believe that such a limitation would be severely detrimental to the broader education of many of our students.

## 2. What does Nunthorpe raise charges for?

### Educational Trips and Visits

The Education Act of 1996 confirmed the right of schools to invite Voluntary Contributions for the benefit of our school, or in support of any activity organized by the school - whether during or outside the school working day.

Educational Trips and Visits are rarely provided by our school at no cost to families. In most cases, a Voluntary Contribution will be required by the school to meet the costs of the trip.

Nunthorpe thus reserves the absolute right to determine the level of all Voluntary Contributions for all Educational Trips and Visits. In determining such levels of contribution, we will focus exclusively upon the viability of the trip/visit.

Please see the School's Journey/Visit and Insurance Policy for more details.

### School Uniform

Please see our School Uniform Policy for more details.

### Lost/Damaged/Broken School Property

The Governors reserve the right to ask parents to meet the full cost, or a proportion of the cost, for any Lost / Damaged / Broken school property – except when caused by fair wear and tear.

In ALL cases of willful Loss/Damage/Breakage, parents will be asked to meet the full cost(s) of repair or replacement.

### Individual Tuition

The Governors reserve the right to ask parents to meet any costs associated with individual tuition in the playing of musical instruments whether in or out of school hours (UNLESS it is provided as part of a syllabus for a prescribed public examination or are required by the National Curriculum).

The Governors also reserve the right to ask parents to meet any costs associated with 'optional extras' provided by the school – both within and without the school working day. Participation in such optional extras is always entirely voluntary.

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## Extended School

The Governors are committed to providing as broad and stimulating an education as possible for all of our students. Our extensive Extended School provision – including our unique Opt 4 Programme – is a key part of this commitment.

Governors do reserve the right to ask parents for Voluntary Contributions to meet the costs of all, or part of, such activities.

In the specific examples of our Opt 4 provision and also the SPORT Faculty KS4 options, our Governors ensure that a full range of no cost, minimal cost and greater cost options are available at all times for all students – in all 6 annual Opt 4 Cycles and across KS4 Options in SPORT.

## Finished Products/Charging in Kind

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in Technology, Art or Opt 4 lessons etc) a charge will be made at cost price. Parents will know the charge for such products in advance.

## Public Examinations – including ‘re-sits’ (please see our Examinations Entry Booklet also)

Our governors will routinely expect the school to meet all the costs of all initial public examinations for all students. This expectation applies only to those qualifications provided within the usual school working day; it will not always, routinely apply to any Extended School provision however – including Opt 4.

The school will not, however, meet even those initial costs when students have failed to prepare adequately for the examination. The school will, routinely, pay for one examination re-sit unless extenuating circumstances dictate that we fund more. However, for any student who has failed to prepare adequately for any examination, the school will not, routinely, fund any re-sits including the first.

Parents will NEVER be charged for examination re-sits where extenuating circumstances exist – e.g. when a student has been ill. Parents should seek advice from their child’s Pastoral Director in such circumstances.

## Transport

Transport to and from home to any activity not provided by, but permitted by, the school, will be charged for (the main examples at Nunthorpe are work experience/alternative education programmes/work placements/work shadowing etc).

## Freedom of Information Requests

Please see our separate Freedom of Information Policy and Schedule

## Copies of Student Files

Governors will routinely levy an administration charge for the preparation of such files for parents. (This charge is reviewed annually by the Governors’ Resources Development Committee).

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## Private Use of School Facilities by students

Private use of our school's telephone, e-mail and reprographic facilities by our students is routinely not permitted.

In the rare case that a private telephone call is made it is deemed to be an emergency and no charge is made.

## 3. Which families might be entitled to exemption from such charges?

Parents of students who are in receipt of the following support payments will, in addition to having a Free School Meals ('FSM') entitlement, also be entitled to the remission of charges:

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part V1 of the Immigration and Asylum Act 1999;
- Child tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £15,860 (wef April 2011).
- Guaranteed State Pension Credit.

When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. (This is co-ordinated by the Administration Manager and the relevant Pastoral Director).

The Director of Business and Finance will make authorisation for such remission having sought the opinion of the relevant Pastoral Director.

## 4. Refunds

If an activity or trip is cancelled by the school, a full refund will be applicable. Where such events are forcibly cancelled by Nunthorpe but through no fault of the school (e.g. staff industrial action, unusual weather etc.) refunds will **not** be applicable.

If a student withdraws from an activity or trip, a refund will only be paid if the place can be filled by another student or if the school is refunded for paid transport, accommodation and entrance fees. Such refund will be subject to an administration charge of £5 as with the dispensing of surpluses (see the School's Journey/Visit and Insurance Policy).

Where applicable, individual trip letters will give details of any 'cut-off' dates for non-refundable elements of activity or trip costs.

## 5. Equal Opportunities

The Headteacher will ensure that the school's equal opportunities policies are observed in implementing the policy.

## 6. Responsibilities

The Governing Body is responsible for making and reviewing the policy in line with our Policy Review Schedule.

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The Director of Business and Finance is responsible for the implementation of the policy and ensuring that staff, parents and students know the details as appropriate.

Other staff may be responsible for implementing the policy as part of their overall responsibilities (e.g., the Educational Visits Coordinator/Extended School Director etc.).

## 7. Monitoring and Review

The Director of Business and Finance will report on the policy to the Headteacher as appropriate.

The Headteacher and/or Director of Business and Finance will report to the Governors Resources Development Committee on any relevant aspects of the working of the policy as appropriate.