



Charging & Remissions Policy

Date adopted: 2nd July 2018

Next review date: July 2019

Policy Version Control

Policy prepared by	Cowes Enterprise College
Responsible committee	
Date approved by committee	N/A
Signature of Chair of LGB	
Date ratified by LGB (if required) SLT	2 nd July 2018

Introduction

It is the right of every student to receive free academy education and activities offered wholly or mainly during normal teaching time. These must be made available to all students regardless of their parents' ability or willingness to help meet the cost. Whilst recognising that legislation provides academies with the discretion to charge for optional extras (provided wholly or mainly out of academy hours, and to invite voluntary contributions for the benefit of the academy or in support of any activity organised by the academy, whether during or outside academy hours), the Academy will always take particular account of students whose families are suffering financial hardship.

Policy Statement

Cowes Enterprise College's policy on specific matters relating to charging and remission is as follows :

Charges cannot be made for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school 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 school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.
- transporting registered pupils to or from the school premises, where the local education 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 has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Charges can be made for:

1. Practical Subjects i.e. Design and Technology and Art:
Where students have indicated that they wish to own a finished product, the Academy may make a charge. The charge shall not exceed the cost of the materials used by the student.
2. Transport:
Where a student travels directly from home to a place of work experience and vice versa, parents can be asked to meet the cost of such travel, except that no charge should be made in respect of students whose families are in receipt of Income Support or Family Credit. Where activities of this sort are organised by the Academy, it will be expected to meet the travelling costs of these students.
3. Optional Extras:
A charge may be made for optional extras including:
 - education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;or
 - c) part of religious education.

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions);
- Insurance costs;
- Entrance fees to museums, castles, theatres, etc.

Participation in optional extras will be on the basis of parental choice and prior confirmation in writing is required from the parents that they are willing to pay charges. The charge per head cannot exceed the actual cost of providing the optional extra, divided equally by the number of participating students.

4. Music Tuition will be free if teaching is an essential part of the national curriculum. The Academy will make a charge for individual and group musical instrumental tuition, provided that the tuition is provided at the request of the pupil's parent, whether inside or outside Academy hours. Prior written confirmation must be obtained by the Academy from the parents that they are willing to pay the charge. The charge will include the cost of the teacher (based on a pro-rata calculation of his salary), and where appropriate the cost of sheet music and hire and insurance of the instrument. There will be no charge in respect of a pupil who is looked after by a local authority.
5. Public Examinations:
Where a student has not been prepared for a public examination by the Academy (including GCSE resits), but has been allowed by the Academy to sit the examination at the Academy as an examination centre, the Academy may make a charge for the examination entry fee. Prior written confirmation from the parent is required that he/she is willing to pay the charge.

Where a student fails without good reason to complete the examination requirements for any public examination for which he has been entered and a fee paid, the Academy may recover the fee from the parents regardless of whether the examination is prescribed.

6. Breakages:
Parents can be asked to pay for the cost of replacing broken windows or damaged books, etc, where this is a result of students' poor behaviour.
7. Private Use of Academy Facilities:
Governors delegate the responsibility to the Principal for determining charges for the private use of Academy facilities by members of staff, for example private telephone calls, reprographics and faxes.

Voluntary contributions may be requested if the activity cannot be funded without voluntary contributions; this will be made clear to parents at the outset that it is voluntary and there is no obligation to make any contribution but if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, it will be cancelled. No child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Where a residential trip includes education for which charging is prohibited and the pupil's parent is in receipt of certain benefits, they will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found on <https://www.gov.uk/apply-free-school-meals>.

The academy will make it clear to parents at the outset what the policy for allocating places on school visits will be.