

# **CHARGING & REMISSIONS POLICY FOR THE BUCKINGHAM SCHOOL**



**NAMED PERSON:**

**BUSINESS MANAGER**

**ATTACHED COMMITTEE:**

**FINANCE & RESOURCES**

**ADOPTED:**

**JUNE 2010**

**REVIEWED:**

**SEPTEMBER 2021**

**REVIEW CYCLE:**

**1 YEAR**

**NEXT REVIEW DATE:**

**SEPTEMBER 2022**

# **THE BUCKINGHAM SCHOOL – A SPECIALIST SPORTS COLLEGE**

## **Charging and Remissions Policy**

### **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and those for which a charge will be levied. It will also outline what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **Responsibilities**

The Governing Body is responsible for determining the content of the policy. The Headteacher is responsible for the implementation of the policy and will ensure that members of staff are familiar with and correctly apply the policy. Any determination with respect to individual parents will be considered by the Headteacher and Governing Body.

### **The School Day**

The school day is defined as: 8:35am – 1:20pm and 2:05pm – 3:10pm. The midday break (1.20pm - 2.10pm) does not form part of the school day.

### **Policy Statement**

The Governing Body of the School recognises that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment), however the school participates in a Chromebook purchase scheme, which supports learning both at school and remotely, during school and outside of school hours
- Education provided outside school hours if it is part of the national curriculum, or prepared for at the school, 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 school, or part of religious education
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- Education that takes place on any trip during school hours
- Education provided on any trip that takes place 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
- Transporting registered pupils to and from the school premises, where the Local Authority has a statutory obligation to provide transport

In short there will be no charge for any activity that is an essential part of the National Curriculum, forms part of religious education, or is a public examination syllabus being followed by the students at The Buckingham School.

## **Charges**

### **Examination Entries**

There will be no charge for entering pupils for examinations that are set out in regulations; however, an examination entry fee will be charged to parents if:

- The examination is on the set list, but the pupil was not prepared for it at this school
- The examination is not on the set list, but we arrange for the pupil to take it

If a pupil fails without good reason to complete the examination board's requirements for any public examination, for which the entry fee has been or has to be paid, the fee will be recovered from the parent. In such cases, failure to complete the coursework requirements will be treated in the same way as failure to sit the final examination.

The Headteacher, in consultation with the Governing Body, will decide what constitutes a good reason, taking into account any unavoidable circumstances that may have existed.

### **Examination Re-Sit(s)**

A charge will be made for entering pupils for re-sits of prescribed public examinations where no further preparation has been provided by the school. The charge will be in line with those set by the Examination Board.

### **Instrumental Music Lessons & Religious Education**

Charges will be made for instrumental music tuition, unless the tuition forms part of prescribed examination courses that the school is preparing pupils for, or is part of the National Curriculum, or the syllabus for religious education; in which case there will be no charge.

### **Optional Activities outside of the school day**

For optional activities outside of the school day, e.g. theatre trips, sports, musical, language and culture events etc, the school may levy a charge. Such activities are not part of the National Curriculum, or religious education, nor are they part of an examination syllabus.

### **Breakages / Loss of property**

Parents will be expected to contribute towards the cost of breakages, replacements and repairs as a result of damages caused wilfully or negligently by their son or daughter.

Likewise there will be an expectation for parents to contribute to the cost of lost textbooks and exercise books

## **Voluntary Contributions**

Voluntary contributions may be sought for activities during the school day which entail additional costs. Parents will be invited to make a voluntary contribution for the following:

- Theatre visits
- Music visits
- Visits for Vocation subjects
- Educational visits involving whole or part year groups
- Visits that enrich the learning experience but lie outside of being an essential part of the National Curriculum, syllabus for religious education or part of the syllabus for a prescribed public examination
- Activities organised by non- school based organisations, approved by the school, during the school day; e.g. visiting drama or music groups
- Sporting events
- Products made in Design and Technology and Art which pupils wish to take home

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. When insufficient funds are available it may be necessary to curtail or cancel these activities.

There will be no charge for visiting organisations which are deemed to be relevant to the delivery of PHSCE.

## **Extra-curricular Activities**

There will be no charge for extra-curricular and sports clubs, that are offered on a voluntary basis by staff or approved staff, within the school.

## **Calculating Charges**

On occasions when charges are made for an activity or materials used, whether during or outside the school day, they will be based on the actual costs incurred.

When there is a charge for board and lodging during residential school visits, the cost will not exceed the actual cost of the provision.

There will be no levy on those who can pay to support those who can't or won't.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## Remissions

Where a visit takes place wholly, or mainly during school hours, 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 the charges above:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers 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 income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,480 (financial year 2021/22);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance

or

The Headteacher has recommended remission of the charges for individual cases of hardship.


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## CHARGING AND REMISSIONS POLICY

Adopted: June 2010  
Review Date: September 2021  
Review Cycle: 1 Year  
Next Review Date: September 2022

Mr Matthew Watkins  
Chairman  
Governing Body

Signed: 

Date: September 2022