

Connaught School for Girls



Charging and Remissions Policy

Date of Consultation : October 2018

Date of Ratification by the Governing Body: October 2018

Date of Review : December 2022

Date of Ratification by the Governing Body: December 2022

Connaught School for Girls Charging and Remissions Policy 2022

1 Introduction

In accordance with Section 33 of the Schools Funding Agreement, the Academy Trust is required to determine the charging and remissions policies required to address Section 457 of the Education Act 1966 and for these to be approved by the Secretary of State for England.

The Governing Body confirms that this policy is in line with legislation.

The Governing Body recognises the valuable contribution that a wide range of activities including school visits, afterschool clubs and residential experiences can make towards students' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

2 General Principal

The general principle within the Act is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours (but excluding the mid-day break)
- Required for National Curriculum but out of school hours
- For a prescribed public examination prepared for by the school

However, there are exceptions where the school can make charges.

3. Exceptions

Charges **are** permitted under the Act to meet the costs of the following :

- Board and lodging on residential educational visits
- Non educational visits
- Music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed examination
- Materials / ingredients required to produce a finished product made in school (e.g. in art, design, food or technology lessons) where parents have agreed in advance that the finished articles should be owned by the parent/ carer or the pupil
- Entering a student for a public examination which is not prescribed in regulations, and for preparing the student for such examination out of school hours
- Entering a student for a public examination against the wishes of the school
- Re-marking an examination paper where the re-mark is requested by the parent or the student
- Re-sits of prescribed public examinations where no further preparation has been provided by the school
- Voluntary optional extras provided outside school hours (or mainly outside school hours)

In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per student.

4. Voluntary Contributions

The Act permits voluntary contributions to be requested for any specific visit and / or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student incurred. No individual student contribution will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However, the visit or activity may have to be cancelled if insufficient contributions are received.

5. Other Charges.

To actively engage in learning, be ready to learn and to be able to learn in many different contexts, it is essential that students have the right basic equipment e.g pens, pencils, rulers, calculators. Whilst there is no legal or formal requirement for parents to provide these items, the school actively encourages parents and students to purchase them. Some items of equipment may on occasion be offered for sale by the school e.g. revision guides or art packs.

Photocopying and/or printing which is not required by a member of staff may be charged for.

The school will seek payment from parents/carers for damage to or loss of school property caused wilfully or negligently by their child.

The school currently requests a voluntary contribution per family per year. This is paid into a separate School Fund Account. The money is used to enhance the experience of the students

6. Refunds

Refunds of charges or voluntary contributions received will be made in the following circumstances :

- Cancellation of visits or activities due to circumstances beyond the student's control
- The school deciding that a student should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made
- In the event that an examination re-mark requested by a parent or student is successful (the reimbursement of fees will be made by the examination board)

In other circumstances, at the discretion of the Headteacher.

7. Financial Assistance

Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requests for help from parents on eligible benefits will be considered and assistance maybe provided on individual need and available funds. Complete confidentiality will be observed in all such matters.

Eligible benefits include :

- Pupil Premium
- Looked After Children
- Income Support
- Job Seekers Allowance (Income based)

Signed :.....

Alan Douglas – Chair of Governors – 7th December 2022

Signed :

Linsey Hand – Headteacher – 7th December 2022

Signed:.....

Chair of Finance/Premises Committee

(Incorporating Risk and Fraud) 7th December 2022