

# Bridlington School

## Charging and Remissions Policy (statutory)



Approved by:	Local Authority
Last reviewed on:	October 2014
Next review due by:	To be confirmed by Local Authority

# Bridlington School

## CHARGING AND REMISSIONS POLICY

The Governors wish to make the school's programme of curriculum visits and activities available to as many students as possible. They endorse the principle that no student should have access to the curriculum limited by charges but recognise they have to operate within the constraints of the school budget. The Governing Body also recognises that there is a clear distinction in charging between Curriculum and Non Curriculum activities.

### CURRICULUM ACTIVITIES

Any charges made by the school for curriculum activities must meet the requirements of the 1996 and 2002 Education Acts. It is the policy of the Governing Body:

#### 1. Residential Trips – Board and Lodging

To levy a charge for all board and lodging costs on residential visits, except where students are entitled to statutory remission. (Voluntary contributions may be sought for transport and other costs).

#### 2. Curriculum Activities

To request voluntary contributions from parents in advance for curriculum activities/trips during school time. No student should be excluded by reason of inability or unwillingness to make a voluntary contribution. However, if insufficient voluntary contributions are raised to fund the activity/trip, then the Headteacher may cancel the activity and a full refund given. Any insurance costs will be included in charges for trips and activities.

The school is fortunate to have access in school time to local sports facilities. Where an entry charge is payable to these facilities, a voluntary contribution will be sought from parents. Where an activity takes place partly during and partly outside school hours and if more than 50% of the time is outside school hours, a charge can be made.

#### 3. Examinations

NO charge will be made for examination entries, except where:

- 3.1 The school has not prepared students for the examination in the year for which the entry is made.
- 3.2 A student has failed, for no good reason, to complete the requirements of the examination or to attend for it and does not provide to the school acceptable reasons for this. (This would not apply in the case of illness supported by a medical certificate).
- 3.3 The Governors reserve the right to charge for retaking examinations or modules.
- 3.4 Students in the sixth form will be charged for any resits of examinations.
- 3.5 The entrant is not a student of the school.

#### 4. General Lesson Costs

NO charge will be made in respect of books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the school. Voluntary contributions may be sought in cash or kind in order to enable school resources to go further.

#### 5. Charges in Practical Subjects

In practical subjects, parents may be asked for the full or partial cost of the materials or ingredients if they have said beforehand that they wish to keep the finished product.

Each September, or as appropriate during the school year, a standard letter may be sent to parents requesting a voluntary contribution. Failure to make a contribution will not affect the course the student follows, but they may not retain the finished product.

## 6. Music Tuition

The school has a tradition of providing opportunities for a large numbers of pupils to receive instrumental lessons. To maintain this level of Music Support the school asks parents to contribute towards the cost of their son/daughter's tuition. (Please see paragraph 6 below and appendix for charge).

For those pupils studying GCSE and A Level Music, financial regulations state that we may ask parents for a voluntary contribution of the same amount. The charge is payable in accordance with the guidance issued at the start of the academic year, by the school's Senior Finance Officer.

## 7. Statutory Remission

Statutory remission is given to those parents who are in receipt of either: -

- Universal Credit (providing they have an annual net earned income not exceeding £7400 pa)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual gross income of not more than £16,190 as assessed by HMRC)
- Working Tax Credit run-on – paid 4 weeks after stopping qualifying for Working Tax Credit

This criteria is the same as for free school meal entitlement. Under the 2002 Education Act remission only applies to board and lodging on residential trips. However the Governing Body has extended this to include music tuition so that pupils are not disadvantaged because of an inability to pay. Applications for remission should be made via the Senior Finance Officer from whom an application form may be obtained

## **B. NON CURRICULUM ACTIVITES**

The school will levy a charge, as an 'optional extra', for trips/visits/activities which are NOT part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. If there are insufficient students to make the trip viable, then it will be cancelled and a full refund given. Any insurance costs will be included in charges for trips and activities.

### **School Property**

The school will charge parents for damages to or loss of school property caused wilfully or negligently by their children.

### **Private Photocopying**

A charge will be levied to cover the cost of private photocopying which will be determined on an annual basis on a per copy basis. (Please see appendix for charges).

### **Private Lettings**

A scale of charges is available for the hiring of the school premises. The rates are increased annually at the same level as those of East Riding Council. (Please see Appendix A for charges).

### **Freedom of Information**

Charges are made for information published under the Freedom of Information Act. (Please see appendix for charges).

### **Data Protection Act Charges**

Charges are made for information supplied under the Data Protection Act. (Please see appendix for charges).

### **Discretion**

The Governing Body authorise the Headteacher's discretion to remit charges to students in cases of individual need or unusual circumstances.

## APPENDIX A

### ACADEMIC YEAR 2018/19

The following charges are applicable for the academic year 2018/19 at Bridlington School, as endorsed by the Governing Body.

#### 1. Music Tuition

A contribution is required of £60.00 per term, or £165 for the full year if paid in advance. This contribution does not meet the full cost of the lessons. The charge is not levied per lesson it is for the annual provision, which is a minimum of 10 lessons a term (30 lessons each year).

#### 2. Private Photocopying

The cost of a single copy is as follows:

A4 single sided (in black) copy	5p	A4 single sided (in colour)	10p
A4 double sided (in black) copy	8p	A4 double sided (in colour)	15p

Additional cost per copy if printed onto coloured paper, 1p or coloured card 2p

Laminating per sheet 30p

All of the above are subject to VAT at 20%

3. Private Lettings of the school buildings – these fall under the remit of the PFI company and so no charges are levied by the school.

Hourly charges for the use of the astro pitch:

	Third Pitch	Two Thirds	Full Pitch
Local Junior Clubs	£17.08	£34.17	£38.33
Private bookings	£21.67	£37.50	£45.83

Charges are subject to VAT at 20% **except** where a booking of 10 sessions is booked and paid for in advance, and where each booking is no more than one week apart.

#### 5. Freedom of Information

The FOI Act does not allow a flat fee to be charged, but communication costs such as photocopying, printing and postage can be recovered. In most cases, there will be no fees for a response to a FOI request, however, the school reserves the right to charge as per the Information Commissioner's Office "Guide to Freedom of Information", up to a maximum of £450, charged as follows:

£1.00 per copy may be made up to a maximum of £20.00 for the first hour of any work undertaken after which for each hour or part thereof, an additional £20.00 per hour. This will be to a maximum of £450.00 plus postage (as per Royal Mail rates at time of posting). A payment of £10.00 will be required in advance.

## 6. Data Protection Act – Subject Access Requests

A maximum of £10, unless the SAR relates to one of a small number of special categories of information, this includes the student's educational record, where a maximum of £50 can be charge, subject to the number of pages of information provided.

**Signed**



**Chair of Governors**