

## **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.

#### 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, except where parents have indicated in advance that they wish to purchase the product. Voluntary contributions may be sought in cash or kind in order to enable school resources to go further.

#### 5. 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 Senior Finance Officer.

#### 6. Statutory Remission

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

- Income Support  Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income that does not exceed the yearly Inland Revenue assessed threshold;
- Guarantee element of State Pension Credit

This criteria is the same as for free lunch 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 ACTIVITIES**

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.

**Date adopted by Governing Body:**

**Review date:**

**Signed:** ..... (Chair of  
**Governors)**

**APPENDIX A ACADEMIC YEAR 2010/11**

1. The following charges are applicable for the academic year 2010/11 at Bridlington School Sports College, as endorsed by the Governing Body.
2. Music Tuition. A contribution is required of £52.50 per term. 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 overall 30 lessons per year.
3. Private Photocopying. The cost is 10p per copy and includes VAT.
4. Private Lettings. The following rates are increased annually at the same rate as those of East Riding of Yorkshire Council. The rates are:

**Hourly Rates Standard Commercial**

Sports Hall & Changing rooms	£27.55	£55.00
Gym & Changing rooms	£16.55	£33.15
Specialist Classroom (ie Drama/Dance Studio/ Large classroom)	£16.55	£33.15
Canteen	£16.55	£33.15
Assembly Hall	£16.55	£33.15
Classroom	£11.00	£22.45

Bookings may be made through the Directed Community Use Budget at East Riding of Yorkshire Council.

5. Freedom of Information. £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. A charge of £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. A payment of £10.00 will be required in advance.