



WROTHAM SCHOOL

Charging and Remission Policy

Document Review

Governors approval Date:	November 2019
Committee Responsible:	Finance & Audit Committee
Next Review Date:	November 2022

Equality Statement

Wrotham School promotes equality of opportunity. We are committed to take a positive stand to ensure all stakeholders have a right to equality of opportunity and achievement regardless of race and ethnicity, faith, belief and religion, disability and access, age, sex, sexual orientation, transexualism, and marital status.

WROTHAM SCHOOL

Charging and Remission Policy

Status: Statutory

Purpose: The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: (08.30 – 3.05 Monday to Friday)

What was consulted? The policy has been informed by A Guide to the Law for School Governors.

Relationship to other school policies: The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Roles and responsibilities of Headteacher, other staff, Governors:

The Headteacher will ensure that the following applies:

During the school day:

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The School will pay for public examination entry, but parents will have to cover the costs of any resits.
- Private candidates can be entered for exams as long as administration costs and examination fees have been paid by the candidate.
- Where the school does not advise or support an examination entry on learning grounds a parent may choose to privately enter the candidate at the school paying for examinations entry fees.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example School visits arranged for the purposes of enrichment

In these circumstances no pupil will be prevented from participating because he/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Optional activities outside of the school day

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Therefore we will charge for optional, extra activities provided outside of the school day, for example a theatre trip or reward visit. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential education activity happens partly inside the school day and partly outside of it, there will be no charge providing 50% or more of the time spent on the activity occurs during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.

Conversely, where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours, therefore charges will be made. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening. When such activities are arranged parents will be told the reason for the charges.

Residential Visits

For residential visits that form an integral part of a course requirement, charges will be made for board and lodging. Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half days taken up by the activity. In such cases parents will be told how the charges were calculated.

As far as practically possible, children and young people should not be excluded from taking parts in trips or visits organised by the school due to financial costs. However, available funding is limited and therefore the criteria for accessing financial support should be clear, transparent and equitable. For residential visits that are optional, for example enrichment visits, charges will be made. In cases where there are insufficient funds for an educational visit to take place, it may be cancelled.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

School mini-bus

A charge for use of the school minibus for any travel outside of regular PE fixtures will be included in the cost of school trips and visits. The overall cost of 70p per mile plus an hourly rate for the minibus driver will be included in the overall cost and divided equally between all participants. This money also includes the cost of servicing and repairing the vehicle.

No Charge Items:

The school will not charge students or parents for the following:

- Taking work or books home, that students have created, in any subject.
- Access to electronic learning programmes such as SMHW or Parent Portal.
- Catch up/ intervention and revision sessions after school or during School holidays that are held and hosted on school site.
- Free activities such as the Wrotham Walk.
- Homework club or after school/ in school sports clubs (although their maybe additional kit/ equipment requirements).
- Supervision costs after school hours, until at least 16:30 each day.

Food Technology

In order to teach food technology as part of our curriculum we ask for a contribution towards certain ingredients. We also request students to bring in ingredients from time to time. This means that parents do not have to spend significant time purchasing small amounts of spices or seasoning etc. This is charged termly and no student will be restricted from taking part in food technology because of inability to pay. If you have any questions about this arrangement or are unable to pay or provide ingredients please contact our Head of Food Technology Miss McBride who will happily assist you.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions, our hardship fund and fundraising. A charge of 5% of the total trips cost will be added to the divisible figure to cover school administration costs, a staffing contribution and any credit card bank admin fees. This fee will not exceed £20 for any single person, per trip.

Financial support

All applications for financial support must be made directly to the Headteacher in advance of the visit.

To be eligible for assistance the parent/carer must be able to prove that they are in receipt of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance

- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs
- In receipt of Free School Meals (E6)
- Has received Free School Meals during the last 6 school years. (E6)

In cases of hardship where the above criteria are not met, Wrotham School would be prepared to take payments in instalments, even when the full payment is not received by the date that the visit takes place, or would consider any individual application on its own merit. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Decisions regarding financial assistance for trips and visits are at the discretion of the Headteacher.

Deposits and Refunds

A parent is entitled to a full refund for a paid for activity/ visit when:

- The activity/ is cancelled or does not take place.
- The school decides to remove a student from the activity/ visit.
- When a student is unable to take part in a trip/ activity and there place has been taken by another paying student.
- At the Headteacher's discretion.

A parent is not entitled to a full or partial refund for a paid activity/ visit when:

- Their child has paid but pulls out of the activity or visit.
- The child is ill and unable to attend (unless a paid replacement can be found)
- The child fails to attend the activity/ visit.
- Poor behaviour when on or during the activity visit results in their exclusion from the activity/visit whilst the activity/ visit is underway.

When the deposit of the trip is paid, this is not refundable unless:

- The activity/ is cancelled or does not take place.
- The school decides to remove a student from the activity/ visit.
- When a student is unable to take part in a trip/ activity and there place has been taken by another paying student.
- At the Headteacher's discretion.

Arrangements for monitoring and evaluation

The Governors will monitor the impact of this policy by receiving on a regular basis, a financial report and reviewing as part of the Finance and Audit Committee.

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