



CHARGES AND REMISSIONS POLICY

Title of Policy	Charging and Remissions
Date of adoption	Autumn 2020
Originator	A Burton
Date of Review	Autumn 2021
Additional information	

ASHBY SCHOOL CHARGING & REMISSIONS POLICY

Aim

Ashby School, in conjunction with DfE (Department for Education), supports the principle of free school education. Section 449-462 of the Education Act 1996 allows Local Authorities and Governors and academies (under the Academy Funding Agreement) the discretion to make charges under certain circumstances, and this document gives the details on charges and remissions at Ashby School.

In line with the government's Academies Financial Handbook, Ashby School has wide discretion over the use of its funds. It is ultimately responsible for the proper stewardship of those funds and for ensuring value for money. It must also ensure that it uses its discretion reasonably, and takes into account any and all relevant guidance on accountability or propriety.

The Headteacher and Business Manager have the delegated power to waive any charges as appropriate in cases of financial hardship.

Non-Curriculum

1 Goods broken/lost by students

A request for payment to students to replace goods under £5.00 can be given verbally. Over £5.00 a letter is sent home informing parents of the incident and an invoice for the amount due. The Accounts Office will issue an official receipt. Parents will be asked to pay towards the cost of any defaced or damaged property, when this is the result of a student's behaviour.

2 Lettings

For charges made for the letting of the sports hall, swimming pool, gym, classrooms and other facilities please refer to the school Lettings Policy.

3 Reprographics

Private printing undertaken by the Reprographic Department will be invoiced and VAT charged (at the current rate) where applicable. This includes private use on department machines.

4 Security/Cashless Catering Cards

Students will be charged £3.00 for the cost of replacing lost cards

Curriculum

Ashby School will finance the following from the resources made available to the school by the DfE:

1 Books, materials and other equipment for use in connection with education provided during the school day. Essential protective equipment e.g. safety goggles will be provided by the school. Students will be responsible for having their own pen, pencil, ruler etc.

2 Parents will be asked to make a voluntary contribution for materials and ingredients used in Art, Design and Technology. This contribution will be in kind e.g. materials and in the form of an annual donation. If the voluntary contribution is made, the student will be allowed to take the finished product home.

3 Where Departments let students borrow extra books, past examination papers etc a voluntary deposit will be requested to ensure their return in good condition. Any materials, books or equipment which the student would like to keep will be charged for.

4 Educational visits mainly in school time e.g. when more than half the visit is in school hours, will be dependent on parents' willingness to contribute voluntarily towards the cost. Visits may only be able to go ahead if there is sufficient financial support for the visit, otherwise the activity will be cancelled. Prior

to any visit being arranged a letter will be sent to parents identifying the level of voluntary contribution necessary for the trip to go ahead.

5 Visits outside school hours. If visits take place during the evening or at weekends, or at such times when more than half the visit is out of school hours, then the Governing body will charge for the full cost of this activity.

6 For Residential Trips which occur out of school hours or mainly out of school hours parents will be asked to cover the full cost of the trip.

7 For Residential Trips mainly in school hours a voluntary contribution will be requested - see 4.

8 For Educational Activities which occur during school time e.g. visiting theatre groups/authors/music workshops etc, a voluntary contribution will be requested. The activity will only be able to go ahead if there is sufficient financial support – see 4 above.

9 In the case of all trips/visits students receiving/eligible for free school meals or bursary payments may be entitled to financial support. – see Financial Support.

10 The entry fee for any public examination for which the student does not complete necessary course work or does not attend any part of the examination, without submitting a valid medical certificate will be charged for.

11 Re-sits of prescribed public examinations where no further preparation has been provided by the school will be charged for.

12 The cost of re-scrutinising public examination results at the request of parents will be charged for.

13 If charges are made on a regular basis, by a department, for small amounts then the department should enter names into a sales record Book and hand in periodically with monies collected to the Finance Office.

Music Tuition

1 Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule and charges will be made where parents have requested this tuition from the school. Students taking A Level Music may apply for up to a 40% subsidy of the tuition costs and GCSE students may apply for up to a 10% subsidy.

2 For students contributing to extra-curricular music activities in school, but not studying music to examination level, up to a 10% subsidy may be available towards the full cost of the instrumental lessons payable by parents.

3 Parents will make direct payments to the instrumental teacher and reclaim the subsidy from the school by submitting a termly claim form available on the website or from the Arts Faculty by the end of the term in question. Subsidies are only payable for lessons organised and overseen by the school.

Voluntary Contributions

Nothing in legislation prevents the governing body from asking for voluntary contributions for the benefit of the school or any school activities, whether that activity is in or out of school hours, residential or non-residential. Indeed, without voluntary contributions it would not be possible to run rich varied programmes of extra-curricular trips so valued by parents and students. It may be necessary to point out to parents that a proposed activity will not take place if there are insufficient voluntary contributions.

Financial Support

If you are in receipt of the benefits listed below then your son or daughter may be entitled to a variety of support from the school including:

- financial help towards the cost of a school trip
- financial help towards school uniform
- a free school meal each day
- financial help towards music lessons

Application forms to apply for free school meals are available on the Leicestershire County Council website or from A Block reception. If you require help you with the process of completing this form please contact the Assistant Headteacher who will discuss the situation in the strictest confidence.

List of Benefits

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Free school meals
- Income-related Employment and Support Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- 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
- the guarantee element of State Pension Credit; and
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit