



Bridge Academy Trust

CHARGING AND REMISSIONS

September 2017

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The law on charging in connection with education in maintained schools is set out in the Education Acts. Individual Trusts are required to determine and keep under review a policy in respect of charging and remission arrangements. No charge may be made by the school unless it has drawn up a statement of its policy.

The Education Reform Act 1988 established the basic principle that the education by any maintained school for its registered students should be free of charge.

CHARGING

1.1. Exceptions to the above are as follows:

MUSICAL INSTRUMENT TUITION WITHIN SCHOOL HOURS

1.2. Individual and group tuition in playing a musical instrument will be charged for provided that it is not part of the National Curriculum.

1.3. Charges will be made for sheet music, certain musical instruments or their hire.

FINISHED PRODUCTS

1.4. A charge may be levied to cover the cost of materials/ingredients for subjects such as design, or food, technology where parents have indicated in advance they would like their child to bring home the finished product.

BOARD AND LODGING

1.5. Where a school activity requires students to spend nights away from home, the school will make a charge for board and lodging in all cases, whether or not the residential trip is deemed to have taken place in school hours. The charge will not exceed the cost of the board and lodging provided for each student involved.

1.6. Where a trip is deemed to have taken place outside school hours and is not required for the purposes of a prescribed public examination, charges not exceeding the cost may also be levied for travel.

PUBLIC EXAMINATIONS

1.7. The following charges will be passed onto parents:

- the charge made by an examining board where a parent asks for an examination result to be re-scrutinised or requests a copy of the examination paper;
- the cost of entering the student for an examination where the governing body agrees to enter a student for a prescribed public examination for which he or she has not been prepared by the school;
- the examination fee where a student, with parental agreement, is entered for a public examination which is not prescribed by the Secretary of State and which is not on the Authority's approved list for payment of fees;
- the cost of the examination fee where a student does not attend the examination without good reason;
- the cost of resubmitting coursework post deadline, when no additional submissions are required;

- applicable to 'A' Level students only, the cost of resitting an examination when the 'target grade' has already been achieved.

OPTIONAL EXTRAS (I.E. OUTSIDE SCHOOL HOURS)

- 1.8. A charge will be levied for an activity, defined under legislation as an "optional extra", which is provided wholly or mainly outside school hours. Such charges will not exceed the cost of providing the activity, divided equally between the students participating.
- 1.9. Prior written agreement must be obtained from the parents or carers of students involved in an optional activity for which a charge is to be made.

EDUCATION PARTLY DURING SCHOOL HOURS

- 1.10. Charges will be made for visits that occupy more than 50% of the time out of normal school hours. This includes travelling time.
- 1.11. Where more than 50% of the visit takes place during school hours, no charge will be made. If residential accommodation is involved, a charge will be made for that accommodation.
- 1.12. **Application of 50% Rule**
Where the 50% rule is applied to residential visits, calculations are based on "sessions". Sessions are defined as from 0.00 to 12.00 and 12.00 to 24.00. If the number of sessions outside school hours exceeds the number of sessions inside school hours, charges can be made.

e.g. A visit taking place from a Friday (if it is a full school day) through to Sunday evening, would involve two sessions in school hours and four out of school hours. Charges can therefore be made.

SIXTH FORM BOOK DEPOSIT

- 1.13. For students in the sixth form the school may request a single deposit for text books and materials lent to students during their studies. On return of the books the deposit will be refunded. If the books are not returned by the deadline the school will retain the deposit paid.

GENERAL NOTES

DAMAGE AND REPLACEMENT

- 2.1. Within the schools disciplinary code compulsory charges may be made by the school for replacement of broken windows or fittings, defaced or damaged text books or any other damage or loss occurring as a result of students' bad behaviour. The school is empowered to recover this loss and resultant costs as a civil debt.

VOLUNTARY CONTRIBUTIONS

- 3.1. The school wishes to continue with the important work and experience derived from an off-site visit. In order to overcome the financial difficulties that exist Voluntary Contributions will be requested for any visit taking place during school hours.

- 3.2. The school will suggest to parents an appropriate amount for a voluntary contribution but cannot insist on payment. However, if 100% contributions are not received, the school reserves the right to cancel the trip and return all the contributions made.
- 3.3. No student will be prevented from taking part in the visit if a contribution is not forthcoming, or has been insufficient to cover the individual cost for that student.
- 3.4. Where contributions are made in excess of the requested sums, surplus money will be returned to parents if the amount exceeds £10 per student; if the amount is less than £10 per student the money will be retained in Visits Reserve.
- 3.5. Charges for optional extras for which voluntary contributions will be sought can include:
 - travel costs;
 - materials, books, instruments and other equipment;
 - entrance fees to museums, castles, theatres etc.;
 - insurance costs;
 - the cost of engaging a teacher, specifically for the activity;
 - the cost of cover for staff accompanying the activity.

REMISSIONS

- 4.1. At the discretion of the Trustees, any of these charges may be remitted in whole or part to parents in receipt of means-tested benefits (as per the Free School Meal entitlement), such as:
 - Jobseeker's Allowance – Income Based.
 - Employment & Support Allowance – Income Based.
 - Child Tax Credit at the maximum rate.
 - Guaranteed Pension Credit.
 - Whose income is assessed at the level equivalent to qualify for these benefits.
- 4.2. In these circumstances, applications should be made to the Finance Department, and will be treated in confidence.
- 4.3. The school can also offer payment plans and/or extended deadlines to support parents with any payments the school have requested. The Finance Department will need to be contacted to agree any amendments to the payment schedule.

UNPAID CHARGES

- 5.1. Those unpaid charges which are legally recoverable will be recouped, together with resultants costs as a civil debt.