

The Governing Body for Carisbrooke College and Medina College

Charging and Remissions Policy for Carisbrooke College and Medina College (including the VI Form Campus)

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The Governing Body, subject to the limited exceptions referred to in this policy, will not charge for the following:

- admission to the schools;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for prescribed public examination that the student is being prepared for at the school, or part of religious education;
- instrument or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the students' parent;
- entry for a prescribed public examination, if the student has been prepared for it at the school; and
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

Optional extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the national curriculum
 - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
 - c) part of religious education
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- transport (other than transport that is required to take the student to school or to other premises where the governing body have arranged for student to be provided with education).
- board and lodging for a student on a residential visit.
- extended day services offered to students (for example breakfast club and after-school clubs).

The Executive Headteacher will decide when it is necessary to charge for optional activities, and will agree the levels of charge. Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include an element of subsidy for any students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those students who do not wish to participate. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;

- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

Voluntary contributions

The schools will ask parents for voluntary contributions for the benefit of the school or any school activities. In the event that an activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. No students will be excluded from an activity simply because their parents are unwilling or unable to pay, and they will be given an equal chance to go on a visit or take part in the activity.

If insufficient voluntary contributions are raised to fund, or the school cannot fund it from another source, then the activity will be cancelled. When making requests for voluntary contributions, parents will not be made to feel pressurised into paying.

Music tuition within school hours

The schools follow government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the students. The schools may charge for any teaching specifically requested by parents and delivered by specialist tutors given to either an individual student or groups of any size. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition. No charges will be made for a student who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989)

Transport

The schools will not charge for:

- transporting registered students to or from the school premises where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when s/he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Residential visits

The schools will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education

- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

The schools may charge for board and lodging, but the charge must not exceed the actual cost.

Parents who can prove they are in receipt of certain benefits will be exempt from paying these charges (see section on remissions).

Education partly during school hours (including residential visits and non-residential activities)

Where 50% or more of the time spent on an activity takes place during school hours it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. Where less than 50% of the time spent on the activity falls during school hours, it is deemed to have taken place outside school hours.

Charges may be made for activities that are outside school hours, except where the activity is not part of the national curriculum, nor part of a syllabus for a prescribed public examination that the student is being prepared for at the school and not part of religious education.

Other charges

- charges may be made to recover examination entry fees in the following circumstances;
 - 1) if a student fails, without good reason, to meet any examination requirement for a syllabus the fee may be recovered from the student's parent;
 - 2) a charge may be made for students re-sitting an examination. This charge will include the actual fee plus an administration cost.
 - 3) a charge may be made for any examination entry when the school has prepared the student for the examination, but the school decides that for educational reasons the student should not be entered, and where the parent wishes the student to be entered. In these circumstances the fee may be refunded if the student subsequently passes the examination.
- When a student or parent wishes to retain items produced in a lesson or activity, a charge may be made to recover the cost of the materials used;
- A charge will be made for additional subject guides which are optional;
- Students are expected to provide their own ingredients for Food Technology lessons, but where the school provides ingredients a charge may be made to recover the cost of the ingredients;
- Lettings – charges may be made for the use of premises and these are detailed in the Lettings Policy;
- Damage to, or loss of, school property - where school property (including premises, furniture, equipment, books, planners, material, etc) has been damaged by a student or

parent either wilfully or through neglect the school may charge those responsible for some or all of the cost of repair or replacement. Where materials or property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Executive Headteacher and dependent on the situation.

Any parent/carer who does not pay an invoice will be pursued as a debtor to the school;

- Provision of school ties.

Remissions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Universal Credit (in circumstances to be prescribed by the government)
- Income Support (IS)
- Income based Job-seekers Allowance (IBJSA)
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received, and the family's income (as assessed by HMRC) does not exceed £16,190 (financial year 2013/14)
- the Guaranteed Element of State Pension Credit
- an income related employment and support allowance that was introduced on 27 October 2008.

The Executive Headteacher will authorise the remission of charges and may choose to subsidise part or all of the payment of some charges for certain activities and students.