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SCHOOL POLICY **Charging and Remissions Policy**	Approved: Finance and General Business Committee Page **1** of **6**

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1. Summary

This charging Policy has been approved in accordance with S457 of the Education Act 1996.

2. School Visits

a) Day Visits

No charge will be levied in respect of day visits (see sections 8 and 9)

b) Residential visits – Essential

For residential visit which are essential to the National curriculum, statutory RE or in reparation for prescribed examinations, a charge will be levied for board and lodging.

c) Residential Visits – Non Essential

For residential visits which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Please note that in the unlikely event that any trip has to be cancelled or curtailed for any reason, the school will not be in a position to pay any refunds or compensation. Visits are covered by insurance but where underwriters will not cover the claim, the school will not be liable.

3. Examination entries

a) Non Preparation

A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination

b) Preparation but not Recommended

A charge will be levied in respect of examination entries for pupils where:

- The school has prepared the pupil for the examination and
- It considers that for educational reasons the pupil should not be entered and
- The pupils parent/guardian wishes the pupil to be entered

In these circumstances, if the pupil subsequently passes the examination, the school will refund the cost.

c) Failure to Complete

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

d) Repeat Examinations

A charge will be levied where a pupil chooses to repeat any examination, including modules.

e) Remarks or Reports

Any requests for remarks or reports will be charged to parents.

The charge levied in 3a to 3c above will be the cost of the examination entry, plus any applicable centre fee.

f) Centre Assessed Marking

A charge of £50 per subject will be levied for the review of centre assessed marking (GCSE controlled assessments, GCSE coursework, GCE or GCSE non examination assessments). The fee, payable via *Parentpay*, will be refunded should the review result in an increase in marks.

4. Materials for Art, Craft and Design

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge will be levied for the cost of the materials used. Where departments see an advantage in pupils having identical equipment (e.g. maths calculators); the school will purchase these and make them available for sale.

5. Music Tuition

The school levies charges in respect of individual music tuition, and group tuition up to and including 4 persons. As the school agrees an annual contract with the Redbridge Music School (RMS), parents are required to make a commitment for the academic year.

No Redbridge Music Service Charge is levied when pupils study A Level music.

Remission of RMS fees are available (see section 10: Remissions policy)

6. Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge not to exceed the cost of the activity will be levied.

7. Damage/Loss to Property

A charge will be levied in respect of wilful damage or loss of school property (including premises, furniture, equipment, books and materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage or loss of school property (including premises, furniture, equipment, books and materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

8. Refundable deposit on Sixth Form text books

A deposit of £75 will be collected via ParentPay from students entering the Sixth Form. The deposit will be returned at the end of the course, minus the replacement cost for any lost or damaged text books.

9. Contingency

For residential visits, or visits abroad, an additional sum may be requested to create a contingency fund in case of emergency. This will always be specified in the letter to parents, along with arrangements for refunds. In the event that funds remain at the end of any trip in the contingency fund then they will be refunded directly in the event that they exceed £5.00 per pupil. Where they do not exceed this amount then the surplus will be treated as a donation and a contribution to school funds.

10. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to provide these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, in the event of insufficient contributions being received, it may be necessary to cancel the activity.

11. Administration Costs

A 10 percent admin charge will be added to the cost of trips or other items, to ensure that the school breaks even and does not run any of its trips, visits or services at a loss.

12. Remissions Policy

Parents who are in receipt of the following benefits will be exempt from paying the cost of Music tuition and board and lodging:

- Income Support (IS)
- Income Based jobseekers Allowance (IBJSA)
- The guarantee element of State Pension Credit
- An income related employment and support allowance (IBESA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of 6th April 2010 does not exceed £16,190
- Working Tax Credit – during the four week period immediately after your employment ceases or after you start to work less than 16 hours per week, your children are entitled to free school lunches
- Universal Credit

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

13. Freedom of Information Act 2000

Information published on the website is free although costs may be incurred from the internet service provider.

Single copies of information covered by the Woodford County High School's Publication Scheme (a copy is available from the school) are provided free unless stated otherwise in section 6 of the scheme. If a request requires a lot of photocopying or printing, includes a large postal charge, or is for a priced item such as some printed publications or videos/CD's, the school will advise the cost before fulfilling the request. A £ sign in the description box of the Scheme indicates where a charge is applicable

14. Subject Access Requests – General Data Protection Act 2018

In most cases a subject access request will be provided free of charge.

There are two reasons that the school may charge a fee in order to comply with a Subject Access Request:

a. If a request is manifestly unfounded or excessive
b. If an individual requests further copies of their data following a request.

These fees must be based on the administrative cost of providing further copies

15. Approval/Amendment

This policy is approved by the Governing Body of Woodford County High School. Any Amendments to this Policy require approval by the Governing Body of Woodford School.

16. Questions

If you have any questions about this present statement of policy, please contact the School Business Manager, Woodford County High School, High Road, Woodford Green, Essex, IG8 9LA.

Explanatory notes

1. This charging policy should be reconsidered each and every year.
2. The charging policy should be included within the school prospectus
3. It is a statutory requirement for a charging and remissions policy to exist, which must include a full remission in respect of charges levied for board and lodging for residential visits if the parent/guardian of a pupil meets the remission criteria (see section 10 Remissions Policy)

4. The charging policy must be agreed by the full governing body; it cannot be delegated to a committee or the Headteacher.
5. The statutory requirements only apply to charges by a Governing body or the LA; they do not apply to charges to pupils or their parents/guardians made by other persons (e.g. travel firms)