

PLATANOS COLLEGE



CHARGING AND REMISSIONS POLICY

2017 – 2018

Charging and Remissions Policy

Review procedures

This policy is to be reviewed annually or as necessary with notification being given to the Board of Trustees on the results of any review.

If any amendments to the Policy are required as a result of a review, then these will be presented to the Board of Trustees for acceptance of the amendments.

Signature:	Signature:
Chair of Trustees	Headteacher
Date of approval:	

Charging & Remissions Policy

At Platanos College, we recognise that providing a wide range of additional activities for pupils, including educational visits and extracurricular clubs, can make a valuable contribution towards our pupils' education. The school aims to promote such activities as part of a broad and balanced curriculum and as an extension/enrichment of the curriculum.

This Policy sets out our approach to charging and remissions. The access to the curriculum by pupils will not be limited by charges. This Policy ensures that, during school hours, all pupils have full and free access to a broad and balanced curriculum. The school hours is defined as Monday to Friday, 8.40am – 3.15pm. This does not include the break in the middle of the day. Additional extracurricular (optional) activities such as educational visits that take place outside of the school day are an extension of the curriculum.

This Policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

1. Admissions

No charge will be made for admissions.

2. School meals

- (a) No charge will be made for pupils entitled to free school meals.
- (b) We will charge all pupils not entitled to free school meals an amount determined by the contractor/governing body of the school, as appropriate.

3. Public examinations

- (a) No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school.
- (b) We will not charge parents/carers for the entry fee if the examination is arranged by the school and where the pupil is supported by the school.
- (c) We may charge parents/carers the examination fee if a pupil fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This will be decided on an individual basis by the school.

4. Activities for pupils that take place during school hours

- (a) No charges will be made for activities, including residentials, provided during school hours.
- (b) No charges will be made for transport during school hours (pupils would need to pay for the costs of public transport if this was used).
- (c) A charge may be made to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish to own the finished product.

5. Activities for pupils that take place outside of school hours

- (a) No charge will be made for an activity that takes place outside school hours when it is:
 - i) a necessary/core part of the curriculum;
 - ii) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- (b) **Optional extra activities:** we may charge for some other activities that take place outside of school hours and not part of the curriculum (“*optional extras*”). The Headteacher and Governing Body will decide which activities may need to be charged and the levels of charges (including any remissions) will be determined in advance. Parents/carers will be notified of any charges in advance of the activity taking place.

Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent/carer will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.

Costs that may apply are as follows:

- i) examination entry fees if the pupil has not been prepared for the examinations at the school;
- ii) staff engaged under contracts for services **purely** and specifically to provide an optional extra;
- iii) any materials, books, equipment provided in connection with the optional extra;
- iv) boarding and lodging for a **residential visit** during and outside school hours whether or not it is part of the curriculum or public examination (except where pupils are legally entitled to remission, e.g. eligible for free school meals, and if it is part of the curriculum or public examination and taking place during school hours);
- v) transport in connection with the optional extra/residential visit;
- vi) activities related to the residential.

6. Activities that take place partly during school hours

- (a) Where the majority of the time spent on an activity is within school hours, we will apply the same criteria as set out in section 4.
- (b) Where the majority of the time spent on an activity is outside of school hours, we will apply the same criteria as set out in section 5.

7. Music tuition

Charges may be applicable for music tuition for an individual or groups of pupils except where it is either an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s). This will be determined by the Headteacher and Governing Body. This may vary depending on the size of the group, length of the lesson and type of instrument.

8. Damage and breakages

The school may seek to recover the costs incurred due to the wilful damage or breakage of school property or property belonging to a third party where the school has been charged. This will be determined on an individual basis.

9. Remissions and concessions

- (a) We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined on an individual basis by the Headteacher and Governing Body. The circumstances in which concessions are applied will be reviewed regularly. The school will comply with all legal requirements for remissions.
- (b) Pupils eligible for free school meals are exempt from boarding and lodging charges of residential trips if this takes place during school hours or is a necessary part of the curriculum.

10. Voluntary contributions

- (a) We may in certain circumstances invite parents/carers to make a voluntary contribution towards certain activities.
- (b) Where we do ask for voluntary contributions, we will make it clear that children of parents/carers who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parent(s)/carer(s) do not contribute.

(c) If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents/carers when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all funds received will be returned to parents/carers.

11. Breakfast Club

The Breakfast Club is held during the school week between 7.45am – 8.20am. Current information on charges are available from the school office.