

# SWALE ACADEMIES TRUST

## Policy on CHARGING and REMISSIONS (Secondary Schools)

### Charging

Charging will be permitted for the following activities:

1. The full costs of board and lodgings on residential visits when the pupil spends one or more nights away from home.
2. The full costs associated with individual tuition in the playing of a musical instrument, whether in or out of school time.
3. The full costs of activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required to fulfil statutory duties related to the National Curriculum or Religious Education.
4. The full costs of entering a pupil for a public examination not prescribed in the regulations and for preparing the pupil for such an examination outside school hours.
5. The full costs of resits of prescribed examinations where no further preparation has been provided by the school.
6. The full costs of entering a pupil for a prescribed public examination where the Governing body has decided that there are educational reasons for not entering the pupil.
7. The full costs of entry fees incurred on behalf of pupils who fail to sit any external examination or fail to complete the coursework requirements without good reason.
8. The full cost of re-marking of external examination where this is initiated by a parent.
9. The cost of ingredients or materials for practical subjects where parents have indicated in advance a wish to own the finished product.
10. The full costs of travel from home to a work experience placement.
11. The costs of damage or loss of school books, damage to property belonging to the school or other pupils or damage to school premises which is the result of a pupil's negligence or misbehaviour.

### Remissions

According to the Governors' Charging Policy, financial support is available from the school under the following circumstances:

Remission of charges for parents in receipt of:

- Income Support
- Income based Job Seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

- Universal Credit

will be allowed for the following activities:

1. The full costs of board and lodging on residential activities which take place in school time.
2. The full costs of board and lodging for residential visits which take place outside school time which are covered by the following criteria:
  - The education provided by the visit fulfils any requirements specified in the syllabus for a prescribed public examination.
  - The education provided fulfils statutory duties relating to the National Curriculum imposed by section 10 (ii) of the 1988 Education Act.
  - The education provided fulfils statutory duties relating to Religious Education imposed by Section 10 (i) (b).

The Governing Body will consider, on an individual basis, requests from parents who are not in receipt of the above allowances, for remission of charges in connection with any school activity where financial hardship would result in a pupil being unable to participate in school activities.

### **Voluntary Contributions**

As you will appreciate, our charging and remissions policy is determined by the legislation which covers the financing of educational visits (S457 1996 Act). In this school we seek to provide as many opportunities as possible for the enrichment of the curriculum and there has always been overwhelming support from parents for the many trips, visits and residential experiences.

We therefore operate a system of voluntary contributions for any school trips organised so that contributions made by parents are confidential.

Parents are advised of the actual cost per pupil of each trip and asked to contribute voluntarily a sum equivalent to this cost, or in the case of financial hardship, as much as can be afforded. Where no contribution is forthcoming, a pupil will not be excluded from the activity if it is part of the statutory requirements of the curriculum. Trips which do not receive adequate financial support from parents are cancelled for everyone.

School Voluntary Fund contributions will continue to be voluntary but parents should be aware that this fund supports the large number of clubs, societies and activities which the school provides.

**Without access to this substantial sum of money, the school will be unable to offer the same quality and quantity of extra-curricular activities and facilities currently available.**

To Directors 23 March 2016/V02  
Approved by Chair of Directors 11 May 2016/V02