



Charges and Remissions
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# FILEY SCHOOL

## CHARGES AND REMISSIONS POLICY

We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charges and Remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

The Governing Body of Filey School recognise the value to students education generally that a wide range of additional activities make including school trips.

The Governing Body aims to promote and provide such activities for the Filey School students as additional optional activities where appropriate. Unfortunately, the funds that the school has are limited and in order to enhance the opportunities which can be provided for the students, parents/carers may be requested to contribute in a number of situations.

No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside the 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.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that voluntary contributions may be requested.
- Education provided on any trip that takes place outside school hours if it is part of the national curriculum.
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.
- Transport provided in connection with an educational trip.

Activities for which charges are made:

The Governing Body will make a charge for each student activity organised by the school in the following circumstances:

- The full cost of materials, ingredients or equipment for certain aspects of the curriculum if the parents/carers have indicated in advance that they wish to own the finished product.
- At their discretion, a charge may be made for replacement of any item of school property that is lost or damaged. This includes any damage to the fabric of the school premises (such as a broken window) and books and classroom equipment.

- The cost of providing musical instrument tuition for individuals and small groups.
- Certain fees associated with Public Examinations. This excludes examination entry fees for public exams for which registered students are being entered. However, if a parent/carer requests a re-mark or re-sit or a copy of an examination script they will have to cover the costs. A charge will be made if a student fails, without good reason, to complete the requirements of any public examination where the Governing Body originally agreed to pay the entry fee. The exam is not on a set list but the school arranges for the student to take it.
- The full cost of activities, including board and lodgings for residential activities, deemed to be optional extras taking place outside school hours. Please note for school trips deemed within school hours the board and lodging element of the trip will always be charged irrespectively.

In order to remove financial barriers from disadvantaged students the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

Criteria for qualification for remission are given below:

Parents in receipt of:

- Income Support;
- Income based Jobseekers Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HMCE) does not exceed the sum given in the Revenue and Custom rule.
- Guaranteed State Pension.

Remissions:

- Where a visit is designed to fulfil a statutory requirement no charges will be made for either the activity or the transport. The actual cost of board and lodgings of a residential visit will always be charged but remitted in full for families in receipt of certain benefits.
- Where a visit is deemed to take place in school time, then the same conditions above apply.
- Where a visit is deemed to be outside the school day the full cost of the trip will be charged.
- Families will be invited to apply in confidence for remission of charges in part or full. Authorisation for remission will be made by the Headteacher.

#### Additional Considerations:

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.