

THE JUDD SCHOOL

CHARGING & REMISSIONS POLICY

Policy dated: December 2017

Review date: December 2019

Introduction

The Judd School believes that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This charging 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 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the top of the document.

This policy has been formulated with Kent County Council's guidance on Charging for School Activities.

Purpose

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as:	Morning session	8.40am-1.00pm
	Afternoon session	2.00pm-3.45pm

Relationship to other policies

The policy complements the school's equality scheme, curriculum policy and teaching and learning policy.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. The Headteacher will ensure that the following applies:

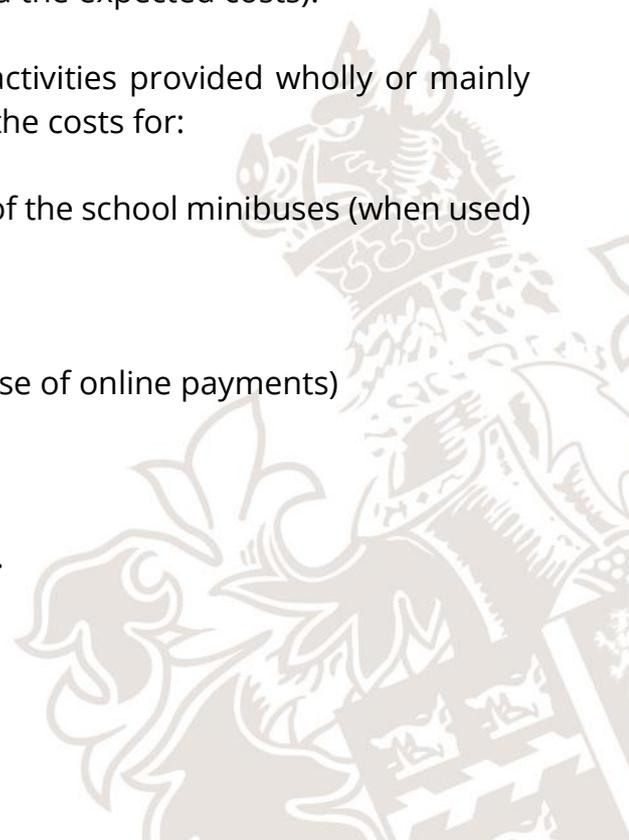
- All activities that are an essential part of the National Curriculum will be provided free of charge wherever possible. This includes any materials, equipment and transport to take students between the school and the activity. It excludes charges made for individual or small group (up to four students) musical instrument tuition. However, a voluntary contribution will be asked for and if insufficient funds are received the trip may not go ahead.
- There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:
 - The examination is on the set list, but the student was not prepared for it at this school (including re-sits).
 - The examination is not on the set list but we arrange for the students to take it (including re-sits). This includes university set exams such as HATs , PATs, etc.
 - A student fails without good reason to complete the requirements of any examination where the school originally paid or agreed to pay the entry fee.

In these circumstances, the examination fee will be charged to parents/carers.

Charges

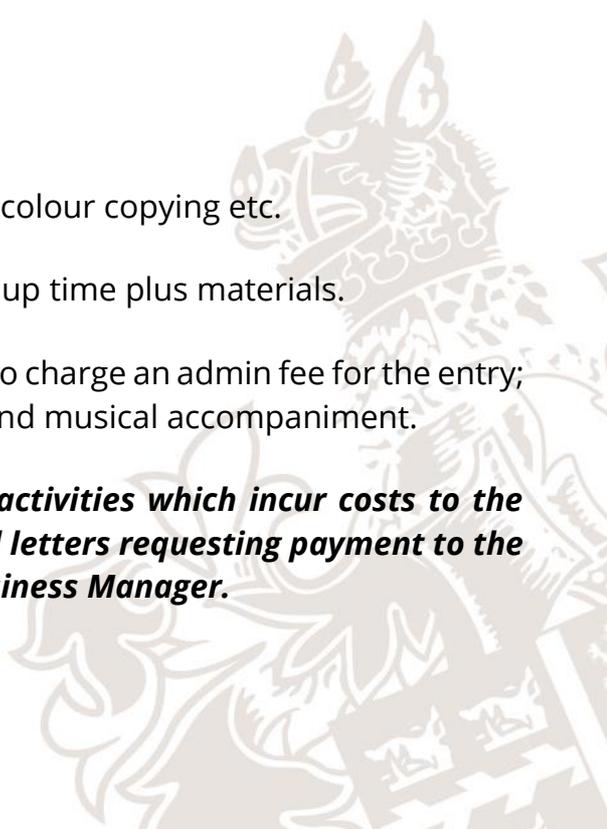
If a non-residential activity takes place partly during the school day and partly outside of it, there will be a charge. Charges will be made as follows:

- a) Board and lodging on residential visits (not to exceed the expected costs).
- b) The proportionate costs for an individual child of activities provided wholly or mainly outside of the school day ('optional extras') to meet the costs for:
 - i) travel including a contribution towards the cost of the school minibuses (when used) for fuel and depreciation
 - ii) materials, equipment and/or kit
 - iii) entrance fees
 - iv) Admin Charge (to include transaction costs for use of online payments)
 - v) insurance costs
 - vi) other chargeable activities as part of the trip
- c) Individual or small group musical instrument tuition.



- d) Examination fees in those circumstances detailed above. This includes an admin fee added as a percentage of the actual cost of entry with the exam board. A separate price list exists for these charges.
- e) Any other education, transport or examination fee unless charges are specifically prohibited.
- f) Breakages and replacements as a result of damages or loss caused wilfully or negligently by students (including books).
- g) Extra-curricular activities such as Duke of Edinburgh Award scheme, CCF and match fees per season per player.
- h) The cost of materials for Art, Design & Technology and Food Technology where the student keeps the artefact.
- i) Parents/carers will be responsible for the costs of travel to and from work experience. The cost of Health & Safety checks for work experience and those which are held outside of Kent will also incur an additional cost to parents/carers, which they agree to before the placement is made.
- j) Any bank charges incurred as a result of unpaid cheques may be passed on to the drawer of the cheque.
- k) Any materials, books, magazines, instruments or equipment where the child's parent/carer wishes him/her to own them.
- l) Exam re-marks, re-takes (student requests it), script returns and re-sits.
- m) Ties and House pins – cost of replacement.
- n) Library fines – for late return of books
- o) Photocopying/printing costs charged to students for colour copying etc.
- p) Exam Concessions – including assessment and write up time plus materials.
- q) ABRSM – music exams. The school reserves the right to charge an admin fee for the entry; this will be a percentage added to the cost of entry and musical accompaniment.

The principles of best value are applied when planning activities which incur costs to the school and/or charges to parents/carers and therefore all letters requesting payment to the school must be approved before issuing by the School Business Manager.



Remission

Children whose parents/carers are in receipt of the following support payments will be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support.
- b) Income Based Jobseeker's Allowance.
- c) Support under part VI on the Immigration and Asylum Act 1999.
- d) The guaranteed element of State Pension Credit.
- e) Child Tax Credit, where the parent/carer is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the current tax year limits.

In respect of (e) above, account will be taken of any revision to the amount as advised by the Authority.

Such financial assistance may be given via claim form sent to the School Business Manager for consideration prior to the trip or expense.

Voluntary Contributions

Parents/carers will be invited to make a voluntary contribution (school fund donation) per student for the activities which entail additional costs including but not limited to:

- a) Extra-curricular activities, subsidising travel to sports fixtures and other Activities
- b) Academic competitions, such as Biology/Physics Olympiads and UKMT Maths competitions
- c) Enrichment projects, such as Olympics project, debating
- d) Music activities/concerts
- e) Drama productions

The responsibility for determining the level of voluntary contribution is delegated to the School Business Manager. All letters requesting payments from parents/carers and or students must be approved by the SBM before issuing to parents/carers.

In these circumstances, no student will be prevented from participating because parents/carers cannot make a contribution. However, particular activities cannot take place

without financial support from parents/carers and an activity may be cancelled if insufficient voluntary contributions are collected.

Any request made to parents/carers will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents/carers:

- a) that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay; and
- b) that registered students at the school will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.

Parents/carers will be requested to make payments to the school via online payments. This will be the preferred payment method. Cash will be discouraged and cheques only accepted where a parent/carer does not have the facility to make the online payment.

Where a trip forms an essential part of the examination for that subject, such as fieldwork, the school can charge for that activity but such trips cannot be deemed essential and the school must find other, cheaper options to allow full and necessary participation.

Hardship Funding (Lawrence Atwell Hardship Fund)

In exceptional cases of financial hardship, the school may agree to fund some or all of any chargeable school activity. There are limited funds available for this each year and claims will be on a first come basis. If any parents/carers wish to apply, they may do so in writing to the School Business Manager. Proof of hardship will be requested and any assistance the parents/carers may be able to provide, even via instalments and over a longer time period, are welcomed.

Refunds

In circumstances where a school activity has ended with a surplus of funds, these may be refunded to the parents/carers who paid for the activity or goods. The school will refund, via cheque or online to the original card used, if the value of the refund is £15.00 or higher. The cost of administering prohibits any refunds less than £15.00 and we cannot issue cash.

Where a parent/carer requests a student's withdrawal from a trip, any deposit paid will be non-refundable unless the letter states otherwise. In addition, unless a replacement is found, the parents/carers will be liable for any costs incurred to date.

In exceptional circumstances the school may remove a student from a trip or activity and any refund due will be calculated based on the level of cost already committed by the school for this student. Reasons for withdrawal will include but not limited to:

- 1) Unacceptable behaviour leading up to the trip.
- 2) Medical conditions that would mean it was, in the school's opinion, too high a risk to allow this student on to the trip. Where this is a pre-existing medical condition, the EVC or Group Leader should have met with the parent/carer to reasonably discuss his/her inclusion and will ensure all reasonable adjustments are made to allow his/her inclusion.
- 3) A group leader or member(s) of the trip team may refuse to take the student. Such action should be rare, deemed by the Headteacher to be reasonable and not discriminating to the student.

The school reserves the right to charge reasonable and proportionate administration fees for such actions and to charge a reasonable additional fee to support any student on residential trips to ensure they can be included.

When a medical condition arises before the trip/activity goes and will exclude the student from participating, the school will make every endeavour to claim such costs incurred from our insurance to allow a refund to the parents/carers, equal to any amounts paid to the school. Any insurance excesses will be deducted from the amounts refunded.

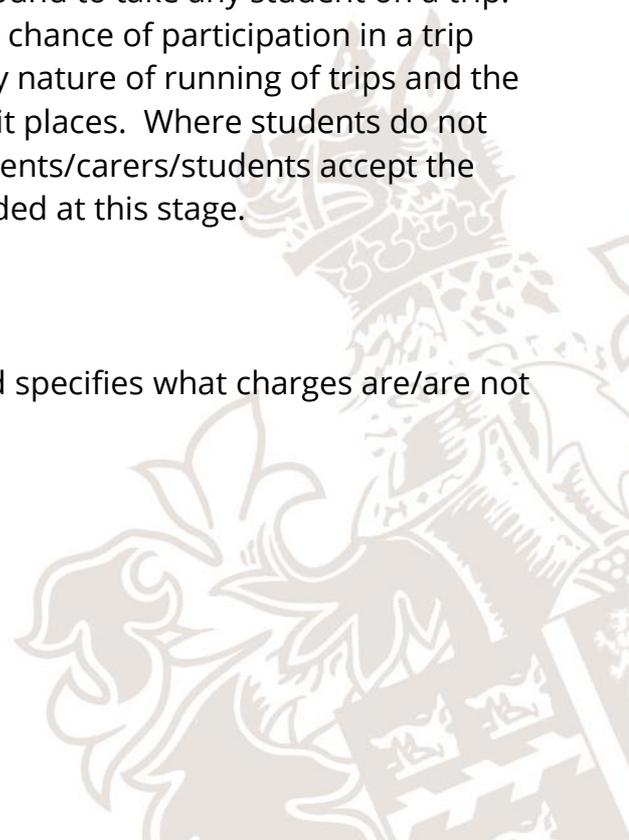
Refunds for goods or services bought in good faith by the parents'/carers will not be given if, at a later date, the parent/carer/student no longer wants it. Cancellations will only be accepted prior to any commitment having been made by the school and only at the discretion of the school. This will be made clear to parents/carers prior to their purchase.

Goods that are damaged may be refunded if it can be proved such goods arrived in a poor/flawed state and the school will make every effort to obtain a refund or replacement from its supplier.

NB: For the avoidance of doubt, the school are not duty bound to take any student on a trip. Whilst every effort will be made to give each student a fair chance of participation in a trip (via random selection), it is necessary, due to the voluntary nature of running of trips and the goodwill this requires from the accompanying staff, to limit places. Where students do not claim a place on a trip, the school politely request that parents/carers/students accept the school's decision to be final. Any costs incurred will refunded at this stage.

Publication of Information

A summary of this policy will be on the school website and specifies what charges are/are not to be made.



Monitoring and Evaluation

The Finance & General Purposes Committee of the Governing Body will monitor the impact of this policy by receiving regular information on those activities, which result in charges being levied and details of any subsidies awarded (without giving names) from the school fund.

This policy has been agreed by the F&GP committee at their meeting on 6 December 2017 and a signed copy can be found on file in the Headteacher's office.

