

CHARGING & REMISSION POLICY



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Approved by:	Ms Tanya Douglas - Head Teacher	Date: November 2023
	Mrs Tracey Jenkins - Chair of Governors	
Last reviewed on:	November 2023	
Next review due by:	November 2024	

- 1 The charging policy of Chace Community School applies to the main School, Sixth Form, Community Users, and extended school activities.
- 2 The charging policy relates only to charges which may be made by the School Governing Body and **does not apply to any educational activity for which charges are levied by other persons.**
- 3 Charges **will be made** in respect of the following:
 - 3.1 Individual tuition in playing any musical instrument, except where it forms part of the syllabus for a prescribed public examination or is provided as part of the national curriculum.
The charge will include the cost of the teacher giving the tuition and the hire (including maintenance) of the musical instrument. The charge does not include the cost of sheet music or insurance of the instrument.
 - 3.2 Ingredients and materials needed for practical subjects (e.g. Food, Textiles Technology and Resistant Materials Technology).
We receive funding from the government called Pupil Premium to help towards the cost of materials for any student who is currently entitled to free school meals or was entitled to free school meals at any point in the previous six years. If your son/daughter falls into this category you will not be charged the annual Technology fee and all resources will be provided with the exception of fish and meat for Food Technology lessons.
 - 3.3 The cost of travel when a student makes use of transport not provided by the LA or School to travel **direct from home** to an activity sanctioned, though not provided, by the LA or School.
 - 3.4 All non-residential activities which take place **wholly, or more than 50% outside School hours** where the child's participation has been agreed in advance by the parent.
The charge will include the cost of travel, entrance fees, materials, books, equipment, support staff and teaching staff where a teacher or instructor has been engaged specifically for the purpose of providing the activity.
 - 3.5 Residential trips deemed to have taken place outside School hours (i.e. where the number of "missed" School sessions is less than 50% of the number of half days taken up by the residential activity).
The charge will include the costs of travel, entrance fees, board and lodging, materials, books and equipment, support staff and teaching staff where a teacher or instructor has been engaged specifically for the purpose of providing the activity.
 - 3.6 The entry of a student for a prescribed public examination for which he/she has not been prepared by the School.
 - 3.7 The entry of a student for more than a single examination where the preparation provided by the School would enable a student to take two or more examinations in syllabuses for prescribed public examinations and where the parent so requests.
 - 3.8 The entry of a student, with parental agreement, for a public examination other than one on the prescribed list.
This charge will include the entry fee and the actual cost of any preparation involved have been outside School hours (excluding staffing costs unless the staff involved have been specifically engaged under contracts for services for the purpose of supplying this extra activity or for invigilating the examination).
 - 3.10 Failure on the part of a student, without good reason, to complete the examination requirements

for any public examination (prescribed or otherwise) for which the Governing Body has paid, or is liable to pay, an entry fee. The charge will be the entry fee.

- 3.11 Where items such as windows or equipment are damaged by students, either deliberately or as a result of breaking school rules, the cost of replacement will be passed on to the parents/carers. The charge will also include any costs incurred by the school in dealing with the incident e.g. site staff cleaning up and admin costs.
 - 3.12 The cost of replacement of lost, damaged or defaced school materials or textbooks which arise as a result of a student's behaviour will be charged to parents.
 - 3.13 Any damage to or loss of items from School premises in the course of a letting through the Education Lettings Agency.
- 4 If alternative financing is not available, charges **may be made** in respect of:
- 4.1 Board and lodging in all cases where a School activity involves students in nights away from home.

REMISSION

- 1 The remission policy of Chace Community School applies to all registered students of the school.
- 2 The Governing Body may remit in full or in part the cost of any activity for any students from a family experiencing hardship. When arranging a chargeable activity parent/carers will be invited to apply, in confidence, for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher. The decision to offer to remit costs is normally subject to the parent/carers of a pupil being in receipt of free school meals/pupil premium. Any child meeting the criteria established by local authority for remission of meal charges will be provided with a free school meal. Remission will not apply to charges when they relate to activities wholly outside School hours unless they fall into one of the categories listed below:
 - 2.1 to fulfil any requirements specified in the syllabus for a prescribed public examination; or
 - 2.2 specifically to fulfil statutory duties relating to the National Curriculum; or
 - 2.3 specifically to fulfil statutory duties relating to religious education.
- 3 Chace Community School will remit the charge for the entry fee of a student who fails to complete the examination requirements for any public examination (prescribed or otherwise) only when that failure is attributable to illness or absence recognised or approved at the time by the Headteacher as unavoidable or allowable.
- 4 The Headteacher will advise all parents of the right to claim free activities if they are receiving benefits as follows:
 - Income Support (IS)
 - Income-Based Jobseekers Allowance (IBJSA)
 - Income-Related Employment and Support Allowance
 - The guaranteed Element of Pension Credit
 - Child Tax Credit (provided you are not also in entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
 - Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit)

- Universal Credit (your household income must be less than £7,400 a year after tax and not including any benefits you get)
- Support under Part 6 of the Immigration and Asylum Act 1999

VOLUNTARY CONTRIBUTIONS

Voluntary contributions are requested towards the costs of using the School minibus for School visits or activities, such as fieldwork visits and sporting activities.

Education outside of school hours is defined in the legislation as an “optional extra” and charging is at the discretion of the body which would otherwise meet the cost of the optional extra. An activity which takes place during school hours cannot, by definition, be an optional extra – with the exception of musical instrument tuition. Participation in an optional extra will be on the basis of parental choice and a willingness to meet such charges as are made.

If the activity cannot be funded without voluntary contribution, the school must make this clear to parents from the outset. An initial letter should explain the nature of the proposed activity and its likely value in educational terms. It should then indicate the contribution per student which would be required if the activity were to take place. It should emphasise that there is no obligation to contribute and that no student would be omitted from the activity because his or her parents are unwilling or unable to contribute, but it should be made equally clear that the activity would not take place if parents did not support it.

DEBT COLLECTION

1. The Governing Body has a responsibility for ensuring that appropriate procedures are in operation to enable the school to receive all income to which it is entitled.
2. Payment should be obtained as and when goods and services are provided wherever possible; in particular where the value of the goods and services is relatively small, ie less than £100.
3. Where payment is not received at the time when the goods or services are delivered an invoice must be raised as soon as possible but normally within 10 days after the debt becomes due.
4. Invoices should require payment within 30 days from the date of issue.
5. Final reminders should be issued if no payment is received within 35 days. The final reminder should make it clear that legal action will be taken if payment is not received within a further 14 days. This may be a referral to the Small Claims Court, to solicitors for legal action or to write-off the debt if there is no realistic prospect of debt recovery being successful or if further action is not cost effective.
6. The Governing Body has delegated authority for write-offs to the Headteacher as detailed in the Scheme of Delegation.
7. In accordance with the School’s Finance Manual, the Headteacher will report annually details of written-off debts to the Governing Body.