

# Charging and Remission Policy

Policy amended by:		
Consultation by:	SLT	February 2018
Reviewed and recommended by:	Resources Committee	14 <sup>th</sup> March 2018
Approved by:	Full Governing Body	March 2018
To be Reviewed by:		Summer 2020

# Charging and Remission Policy

Reviewed March 2018

Approved by Resources Committee 14<sup>th</sup> March 2018

Next review summer 2020

## **Rationale**

The Education Reform Act recognises the principle of free school education whilst enabling charges to be made for certain activities.

## **Purpose**

To inform all concerned of the Governing Body's decisions as to those activities towards which parents may be charged or asked to make a voluntary contribution. To also inform that some parents may be considered for a remission of charges.

1. There is no charge for admissions.
2. With the exception of peripatetic music lesson, no charge shall be made for any activity that occurs mainly in school hours, nor for any essential materials or equipment used during school hours.
3. If fees remain outstanding by the end of the half term in which they are due then peripatetic lessons may be withdrawn until the fees are paid.
4. Parents may be asked to make voluntary payments for visits or materials where, in the latter case, they have indicated in advance a wish to own the finished product.
5. The Henry Beaufort School is committed to ensuring fair access and treatment for all students and this means that no student will be excluded from an activity on the grounds that the parents are unable or unwilling to pay. It may, however, be stated to parents that a prerequisite for the activity is that there are sufficient funds available from parents and if not then the activity may be cancelled.
6. Parents will be asked to pay a voluntary contribution for the residential costs of off-site activities, including all board and lodgings, travel and associated activities. Requests may be made by a student's tutor to the Senior Leadership Team (SLT) for financial support for residential off-site activities and the SLT will make the decision as to whether such support is appropriate.

7. There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, parents will be asked to pay public examination fee(s) if their child fails without good reason to complete the examination requirements, such as coursework or sitting the examination, for any public examination for which the School has paid or is liable. Parents will also be asked to pay for any public examination where the student has not been prepared for it at this school.
8. Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.
9. **Remissions:**  
The school will give consideration to the remission of charges to parents or carers who receive the following support payments:
  - Universal Credit
  - 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

Children of families who are currently entitled to receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The Headteacher and AHT Pastoral will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be delegated by the governing body to the Headteacher.

10. Any monies outstanding from previous School activities (eg peripatetic music, day trips) must be settled prior to acceptance on other school activities/Enrichment Week.
11. A charge will be made for students travelling by bus from out of the school's catchment area, this charge will include the use of the late bus. Students will be charged monthly in advance spread over 10 months, if arrears exceed more than one month then bus passes may be withdrawn. There is no remission for the use of this bus service.
12. A charge will be levied for all other students travelling on the late bus from The Henry Beaufort School.