The Bishop Wand Church of England School

Charging and Remissions Policy

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved date</td>
<td>11/05/2015</td>
</tr>
<tr>
<td>Review date</td>
<td>May 2016</td>
</tr>
</tbody>
</table>
The Bishop Wand Church of England School

Charging and Remissions Policy

1.0 Aims

1.1 The aim of this policy is to set out the circumstances in which charges will or will not be made for school activities and when charges may be waived.

1.2 The School aims to provide a range of experiences to enrich and extend student’s learning and contribute to their personal development and whenever possible all students should have an equal opportunity to benefit from school visits, curricular and extra curricular activities. However, it is acknowledged that such activities often have an associated cost and that the School is unable to deliver such enrichment without costs or voluntary contributions being sought from parents/carers.

2.0 Context

2.1 The School’s Charging and Remissions Policy must comply with the requirements of the Education Act 1996 and the Department for Education and the Local Authority guidance relating to Charging and Remissions.

3.0 Equipment and Materials

3.1 Charges will be levied for materials, books, instruments and equipment in circumstances where the child’s parents/carers wish him/her to own them. Charges that will apply include:

- Materials used in technology if the student is expecting to take the finished product home
- Cookery ingredients if the student will take the finished product home
- Music and vocal tuition if not part of the National Curriculum and is provided for an individual or group of students

3.2 In relation to Sixth Form curricular provision, charges will be levied for text books and other learning and support resources required for Level 2 and 3 courses of study.

4.0 School Trips and Activities

4.1 The School is responsible for meeting the costs associated with school trips and activities should they take place during the School day and that are delivered in conjunction with curricular provision. In such circumstances the School may seek voluntary contributions from parents/carers in accordance with Section 6.0 of this policy.

4.2 In the case of residential trips, the School will charge for the cost of board and lodging, even in circumstances where the trip is taking place during the School day and/or is being delivered as part of the National Curriculum or the syllabus of a prescribed examination.

4.2 Charges will be levied for optional school trips and extra curricular activities e.g. After School clubs, which are not deemed to be part of the School curriculum and are outside of the School day. In such circumstances the School will not remit any charges levied if parents/carers are unable or unwilling to pay.

5.0 Examinations

5.1 The School will meet the costs of any prescribed public examination, initial entry or re-sit, if the student is being prepared for the examination at the School. In the following circumstances a charge for entry fees will be made:
(a) The examination is on the schedule of examinations but the student is not being prepared for this examination at the School.

(b) The examination is not on the schedule of examinations but the School makes administrative arrangements for the student to take that examination.

(c) A student fails, without good reason, to complete the requirements of any public examination, where the School has paid or agreed to pay the entry fee. This will include failure to complete coursework or to submit coursework in accordance with the deadlines imposed by the School and failure to attend examinations for other than certificated medical reasons.

6.0 Breakages and Fines

6.1 The School reserves the right to levy charges to parent/carers of students who cause damage to the fabric of the School building or to equipment which is the property of the School and which has arisen as a result of poor behaviour.

7.0 Voluntary Contributions

7.1 The School will request voluntary contributions to assist with the provision of school trips and activities even though they may be part of the national curriculum and are part of the normal school day.

7.2 The School will ensure that in circumstances where the parent/carer is unwilling or unable to make a contribution towards the costs of any activity or school trip that is taking place as part of the national curriculum, the syllabus of a prescribed examination or the normal school day, that the student is not excluded from participating in that activity or school trip.

7.3 The School will ensure that, in the relevant circumstances, parents/carers are advised that contributions are voluntary, however, at the outset they will also be advised that should the School not receive sufficient contributions the activity may be cancelled.

8.0 Remissions

8.1 In the case of residential trips undertaken in accordance with the National Curriculum or a syllabus of a prescribed examination the School will seek to remit all of the charges relating to board and lodging where the parents/carers are in receipt of the following benefits:

(a) Universal Credit in prescribed circumstances
(b) Income Support (IS)
(c) Income Based Job Seekers Allowance (IBJSA)
(d) Support under part IV of the Immigration & Asylum Act 1999
(e) Child Tax Credit, provided that Working Tax Credit is not also received and the family’s income (as assessed by HMRC) does not exceed £16,190.00
(f) The guarantee element of State Pension Credit
(g) An income related employment and support allowance that was introduced on 27th October 2008.