

# JOHN FLAMSTEED COMMUNITY SCHOOL

## CHARGING AND REMISSIONS POLICY

### PURPOSE

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

### INTRODUCTION

The policy of the governors of John Flamsteed Community School is to provide free education for all attending students. This policy is implemented within the letter of the law, and also embracing the spirit of it. The governing body has, therefore, set up a charging and remissions' policy for certain activities in school. It will be reviewed annually.

### OUTLINE

During the school day all activities that are an essential part of the National Curriculum, plus religious education, will be provided free of charge. This includes any materials and transport to take pupils between the school and the activity. It excludes charges that are made for teaching an individual student or groups of up to four students to play a musical instrument.

Where visits are arranged, either as an Integral part of a particular syllabus or to enhance students' learning experiences, parents may be asked to contribute towards the cost. However, legislation states that a student should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the Headteacher for exemption from such contributions or support towards the requested contribution. Parents who would qualify for support are those who are in receipt of eligible benefits\*. However, we hope that parents will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming.

There may be occasions when an organisation, other than the LA or the school governing body, arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided, but permission for children's absence must be sought from the school.

We believe that a school should give students as many varied learning experiences as possible and we shall do our utmost to ensure that all our students have the opportunity to benefit from such experiences. For other activities such as music tuition, field trips, concert and theatre visits, the following table indicates the charges that will be made. It also covers charges related to examination fees in specific cases.

<b>ACTIVITY</b>	<b>COMMENT</b>
Individual instrumental music tuition that is over and above the National Curriculum, and/or an approved examination syllabus	A charge will be made per lesson. Any examination fees are paid by parents
Transport to work experience	Parents will pay directly (except stated students where the statement refers to transport)
Activities outside school time not related to statutory duties	Charges will be levied
Board and lodging on residential visits	Parents are to be charged, except in cases of statutory remission where families receive benefits

Re- scrutiny of exam results	Parents to pay all charges unless the re-scrutiny is requested by the school
Exam entry for prescribed exam for which students have not been prepared by school	Parents to pay all charges
Exam entry for a student who, in the schools opinion, is not sufficiently prepared for an examination through poor attendance or lack of effort.	Parents to pay all charges – exam fee to be refunded if the student subsequently passes the examination
Entry for an exam which is not on prescribed list where preparation takes place outside school hours	A charge will be made
Recovery of wasted exam fees in the event of a student not completing the examination assessment requirements	Parents to be charged
Resit of external exam modules	Parents to pay resit fee unless requested by the school
Materials for practical subjects such as Technology and Art where students wish to own the finished product	It is expected that parents are charged for these materials or asked to provide them
Broken equipment/damage to school items as a result of misconduct by the student	Parents are expected to make a contribution towards the replacement cost of these items. This includes the replacement of text books/exercise books or student planners that have been lost, have graffiti or are willfully damaged
Educational visits and field trips during school hours	Parents will be asked for a voluntary contribution
Educational visits and field trips out of school hours	Parents will be asked to pay for these visits
School meals	Parents in receipt of eligible benefits may also be entitled to free school meals for their children*
Home/school transport	Students who live more than three miles away from their catchment area secondary school may be eligible for a school bus pass to enable them to travel to John Flamsteed Community School. In all other cases, parents are expected to provide transport for their children to and from school
School uniform	It is expected that parents provide school uniform for their children as outlined in the school prospectus

**\*Eligible benefits**

- Income Support
- Income-based Jobseeker's Allowance
- Income-related employment and support allowance
- Child Tax Credit, provided they are not receiving Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190

Reviewed October 2014

Next Review October 2015