



NETHER STOWE SCHOOL

Charging and Remissions Policy Including Music Tuition

Date: October 2016

Approved by the Governing Body: 9th October 2017

Version Control	V2
Date	Outcome
June 2014	Originally approved
Oct 2015	Reviewed & Updated
Oct 2016	Reviewed & Updated
Dec 2016	Minor amendment
Sept 2017	Reviewed, no change

Next Review Date: October 2018

Nether Stowe School

Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher and Director of Business and Finance for implementation. Any determinations with respect to individual parents will be considered by the head teacher.

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school

Remission – where a charge is not payable, either in full or in part

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

Charges

- (a) The costs of board and lodging on residential visits (not to exceed the costs) will be charged to parents and carers, unless external funds have been secured by the school to specifically contribute to this.
- (b) Any charge for a pupil activity should not exceed the actual cost.
- (c) Proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') will be charged to meet the costs for example :
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (d) Individual or group tuition in the playing of a musical instrument will be charged in line with the Music Tuition and Information contract applicable for the current financial year.
- (e) The cost of re-sits for public examinations where no further preparation has been provided by the school will be charged for in full.
- (f) The costs of non-prescribed examinations where no further preparation has been provided by the school will be charged for in full.
- (g) The cost of any other education, transport or visit unless charges are specifically prohibited will be charged for in full.
- (h) The cost of breakages and replacements as a result of damages caused wilfully or negligently by pupils will be charged for in full.
- (i) There will be no charge for extra-curricular activities and school clubs which run after school.
- (j) Charges for the letting of the school premises or grounds will be agreed and published on the school website annually by Governors in the Spring Term prior to the start of the financial year to which they apply. Lettings charges will at least cover services (light & heat), staffing (security, caretaking & cleaning) and administration.
- (k) Special consideration will be given on an individual basis to hardship cases in relation to charges for materials or ingredients where the pupils wish to have the finished product.

- (l) Cost of transport to take part in work experience will be the parent's responsibility.
- (m) Where the level of voluntary parental contribution is insufficient to fund the visit or journey, consideration will be given to using department capitation to fund the shortfall by the budget holder. If there is insufficient capitation then the school may cancel the visit.
- (n) The headteacher has the delegated authority to apply the following remissions from the school budget for disadvantaged pupils in receipt of free school meals funding:

KS	Category of trip	Level of parent contribution
KS4	Essential to GSCE subjects e.g. history & geography	None
KS4	Enhance the curriculum	50%
KS4	Optional subject trips e.g. P.E. & Paris	80%
KS3	Enhance the curriculum	50%
	Enrichment trips	100%
	Whitemoor Lakes	50%
	Post 16	Students use own bursary funding
	Music Tuition (1 st instrument only KS3 & KS4)	50%

i.e. A KS4 FSM student attending an optional PE trip costing £100 per student will be asked to make a voluntary contribution of £80. The cost of the subsidy is £20.

- (o) Level 3 courses - Re-sit fees are paid by the candidates.
(See also section 4.3: Re-sits of the Examinations Policy) Level 1 & 2 courses – For a student who achieves their target grade and wishes to re-take an exam, coursework or modular unit, the candidate must pay the re-sit fee. For a student who fails to meet their target grade, the re-sit fee will be paid for by the school.
- (p) Level 2 courses post-16 - Re-sit fees are paid by the candidates.
- (q) Additional courses – students who wish to be examined in a qualification that the school does not provide through its curriculum will be required to pay all fees relating to the exam.

- (r) The Head Teacher has discretion to reduce or cancel the charge for materials and ingredients.
- (s) The Head Teacher has discretion to reduce, or charge school budget for the cost of transport for students to take part in work experience.
- (t) Every KS3 and KS4 student receives a free Nether Stowe School Planner at the beginning of the school year. Students who require a replacement planner at any time during the year may purchase a new one at a charge of £4 paid via Parentpay or Paypoint, subject to availability.

Prices quoted are based on current values and may be altered if costs change.

Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- a) all school activities where a cost is incurred, unless the school has secured funding from an outside agency or it is considered by the Headteacher to be relevant to pupil's education.

The terms of any request made to parents will specify that the request no way represents a charge. Under this request the following will be assumed:

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

The costs of any optional extras undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

School trips/events or visits are undertaken in order to enrich the curriculum and the educational experience of the children. However, often these visits/events or trips incur travel and admission costs. In these circumstances it is school policy to ask parents to make a voluntary donation to cover the cost of the visit. The school reserves the right to cancel the trip or visit if it is compromised by the lack of funding. Wherever possible, parents will be given sufficient notice to contribute. Should a trip receive excess contributions these will be considered a donation towards School Fund.

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.