

SIR FREDERIC OSBORN SCHOOL



CHARGING AND REMISSIONS POLICY

Compiled by: Business Manager	Revision Number: Five
Approved by: Resources Committee	Date policy agreed: Spring term 2017
	Date of next policy review: Spring term 2020
Signed by: _____ (print name)	Signature: _____

SIR FREDERIC OSBORN SCHOOL

CHARGING AND REMISSIONS POLICY

Purpose

Any charges made by the school must meet the requirements of the Education Reform Act 1988. The purpose of this policy is to ensure that during the school day all children have full and free access to a broad and balanced curriculum. Therefore, governors wish to maintain a fair and coherent system of charges within the constraints of the school budget. The school will actively look for ways to provide subsidies when necessary. The school day is defined as 8:30am to 2:55pm.

Relationships to other policies

The policy complements the following policies: Equality and Diversity, Teaching and Learning and Curriculum.

The Charging Policy

All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. However, the school policy is to charge for the following areas of activity as permitted under the Education Act 1996:

A. Trips / school visits / extracurricular activities

In the case of residential and non-residential activities which fall outside school hours, according to the definitions in the 1988 Education Reform Act, the Board of Governors proposes to charge the full cost of each activity. The cost must be paid in full, before the trip commences.

Where a school activity involves students in nights away from home, the Board of Governors proposes to charge the full cost of board and lodging whether or not the activity is deemed to take place in school hours. Once all the invoices and costs have been paid if the surplus amounts to more than £5 per student, a cheque will be offered to each family for the surplus amount. This should be within six months of the trip having taken place.

In the case of the activities for which no charges may be made under the 1988 Education Reform Act, the Board of Governors approves a policy of inviting voluntary contributions from parents and warning that, if sufficient voluntary contributions are not forthcoming, the activity will not take place.

B. Music Lesson Fees

Costs associated with individual tuition in playing a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.

The school will invoice parents at the onset of term. Failure to pay the fees within half a term will result in the termination of lessons. Lessons can only be stopped at the end of a term for which half a term's notice is required.

C. Ingredients and Materials for Products

Where materials are required for making products in subjects; e.g. Food Technology or Resistant Materials, a charge may be made to cover the actual costs of the materials, provided that parents have indicated their wish to have a finished product.

D. Public Examinations

Examinations

Candidates will have their entry fees fully paid by the school unless the following circumstances apply:

SIR FREDERIC OSBORN SCHOOL

The student is being entered for a re-sit examination at either GCSE or AS / A2 where no specific timetabled teaching time is being offered by the school. The student will be liable for the whole entry fee for each examination entered. If a student fails to meet retake exam entry deadlines then a late entry charge will be made by the exam board and subsequently passed onto the student.

When the student fails to attend an examination for which they have been entered and their absence is not covered by a letter from a doctor, the student will be liable for the whole entry fee for each examination missed where a result cannot be calculated due to their unauthorised absence.

If a student leaves Sir Frederic Osborn School and then wishes to enter an examination it will be as a private candidate. The students will be liable for the whole examination entry fee plus an appropriate invigilation/examination fee; this currently stands at £10 per module or subject. If the school does not recommend that the student sit the examination, i.e. that it is inappropriate; an examination fee will be paid by the student.

Remarking of papers

All remarking and return of papers are charged by the Examination Board and are the sole responsibility of the candidate.

The only exception to this arrangement will be when the school decides, for whatever reason, to ask the Board to remark either the whole centre or a selection of candidates.

E. School Minibus

Only the school's students, staff or parents may travel at a charge in the school minibus. Charges can only be levied if the school has a permit issued by the LEA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising. Students who are in receipt of the pupil premium grant will receive 50% of the costs for an educational trip that directly relates to their programmes of study and 25% of the cost where it does not directly relate to their programmes of study.

The Remissions Policy

The charge for the board and lodging of a residential visit, where the education on that visit must otherwise be provided free, will not be charged in the case of students who are in receipt of the Pupil Premium grant or whose parents or guardians are in receipt of:

- Income Support
- Disabled persons tax credit
- Jobseeker Allowance
- Working Families Tax Credit

For example, if the activity takes place wholly or mainly in school hours, and or / is provided as part of the syllabus for a prescribed public examination, or is required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

Any remission of fees for optional extras or charge for materials will be at the discretion of the Headteacher.

SIR FREDERIC OSBORN SCHOOL

Arrangements for Monitoring and Evaluation

The Resources Committee of the Board of Governors will monitor the impact of this policy by receiving on an annual basis a financial report, if requested, on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.