

CHARGING AND REMISSIONS POLICY

RATIONALE

The Education Reform Act 1988 clarifies and amends existing law which prohibits most charges for activities which take place in school time. The Act requires Governing Bodies to determine their policy on charging and on remissions within the framework of the legislation. This policy contains statements on the aims and principles of how curriculum based charges and remissions are applied. The policy also details the responsibilities of individuals and groups of individuals as to the management of the policy.

PURPOSES

The objectives of the charging provisions of the 1988 Act are:

- 1 to maintain the right to free school education;
- 2 to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- 3 to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give schools the discretion to charge for optional activities provided wholly or mainly out of school hours;
- 4 to confirm the right of schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school whether during or outside school hours.

BROAD GUIDELINES

It is the policy of the Governing Body, which will be kept under regular review:-

- 1 to levy the appropriate charge to parents for all board and lodging requirements on residential visits;
- 2 to levy a charge for the costs associated with tuition in the playing of a musical instrument whether in or out of school hours (unless this is provided as part of the syllabus for prescribed public examination or is required by the National Curriculum);
- 3 to levy charges for activities wholly or mainly outside school hours (as defined in the legislation), and which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfill statutory duties relating to the National Curriculum or to religious education e.g. German trip/holiday or ski trip;
- 4 to levy charges for pupils entering examinations only where the school has not prepared pupils, including appropriate re-sits, the examination is not prescribed in regulations or where a pupil fails to take an examination without good reason. (This would include failure to complete the coursework requirements.)
- 5 to require parents to pay for damage to school property for which their children are responsible where reimbursement is appropriate;
- 6 to invite voluntary contributions for sporting or other inter-school activities outside school hours;
- 7 to request voluntary contributions from parents for school activities in school time which can only run if there is sufficient voluntary funding, including travel.
- 8 to ensure that on occasions where charges or voluntary contributions may be levied, no pupil is disadvantaged by their inability to pay
- 9 to remit all board and lodging charges for pupils on residential trips whose parents are in receipt of Income Support, Income-based Job Seeker Allowance or Working Family Tax Credit, where such trips are deemed to fall in school time and, in the case of those falling outside school hours, where the trip is provided:
 - a) to fulfill any requirement specified in the syllabus for a prescribed public examination; or

b) specifically to fulfill statutory duties relating to the National Curriculum or to religious education.

- 10 Payment would be from the School Fund, seeking a voluntary contribution as at present to charge for materials in cash or in kind for use where there is an end product e.g. for Technology, if a parent has indicated s/he wishes the pupil to have ownership of the finished article; although all pupils will take part in activities whether or not contributions are made.
- 11 to leave to the Head's decisions, the proportion of the costs of an activity which can be properly charged to public or non-public funds.
- 12 to continue to encourage parents to support the activities of the Parent Teachers Association, which helps to sustain and subsidise a wide range of school activities.
- 13 to delegate to the Headteacher any decisions over implementation of this policy in particular circumstances; where necessary, the Head shall consult with the Chair of Governors prior to reaching a decision.
- 14 In the case of pupils of families in receipt of Income Support, Income-based Job Seeker Allowance or Working Family Tax Credit taking part in an event where pupils attend as a school representative e.g. band or a team, the school will make a contribution from School Fund (value at the discretion of the Leadership Group subject to circumstances, nature of the trip and availability of funds).
- 15 to allow parents (whenever practicable) to purchase home reference copies of textbooks or other relevant resources and guides with the school maintaining a stock so pupils unable or unwilling to do so are not disadvantaged.
- 16 To levy a cost to external organizations for photocopying as detailed in Appendix I.

CONCLUSION

This policy is in line with the Education Reform Act 1988 and the supporting guidance given in Circular 2/89 by the DfES, and the advice offered by the LA in its report to Governing Bodies.

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Agenda item 8(a)

Agenda item 7(a)

Minute 8 (a)

Minute 8 (b)

Minute 8 (b)

Minute 9 (b)

Appendix A

Chapel-en-le-Frith High School

Reprographics charges from March 2015

Private copying

Photocopying price per copy

Photocopy A4 - 4p
Photocopy A3 - 8p
Colour copy A4 - 8p
Colour copy A3 - 16p

Paper

A4 White - £2.50 per ream
A4 Pale colours - £3.00 per ream
A4 Bright colours - £3.50 per ream

A3 White - £6.50 per ream
A3 colour - £7.50 per ream

Card

White A4 - 2p per sheet Coloured A4 - 4p per sheet
White A3 - 4p per sheet Coloured A3 - 8p per sheet

Laminating	A4	A3
150 micron	15p	25p
200 micron	20p	30p
Transparencies	15p	
Comb Binders	25p	
Slide Binders	15p	
Plastic wallets	2p	