



CHARGING AND REMISSIONS POLICY

Charging for educational activities at Smith's Wood Sports College is covered by the regulations encompassed within the **Education Act 1996 – Sections 449.462.**

A charge **may be made for optional extras** wholly or mainly **outside of College hours.**
The College cannot charge where such activities are provided:

- To fulfil any **requirements** specified in the **syllabus** for a prescribed public examination.
- Specifically to fulfil statutory duties relating to the **National Curriculum.**
- Specifically to fulfil duties relating to **Religious Education.**

The college may charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- Optional extras.
- Music and vocal tuition, in limited circumstances.
- Use of community facilities.

As a cashless school all payments are made via Parent Pay, should parents have difficulty or concern regarding this they should contact the schools Finance Manager .

Participation in optional extras will be on the basis of parental choice and prior confirmation in writing is required from the parents confirming that they are willing to pay the charges. The charge per head cannot exceed the actual cost of providing the optional extra. This should be divided equally by the number of pupils participating and may include elements for:

- transport.
- admission fees.
- insurance costs.
- administration costs.
- cost of supply staff for those teachers participating.

School Trips and visits:

School visits and journeys taking place within school hours will be provided free of charge with the exception of board and lodging for residential activities. However, the school does have the right to ask for voluntary contributions. If the activity cannot be funded without voluntary contributions, the college must make this clear to parents at the outset. Whilst no child should be excluded because of inability to pay, the school does have the right to cancel the trip if the level of contributions does not meet its budgetary requirements.

No element of a subsidy for pupils wishing to participate in the activity whose parents are unable to pay the full charge is to be included in the calculation. The responsibility of determining the level of voluntary contribution is delegated to the Principals.

Education outside of normal school hours:

Where such education is part of the National Curriculum requirements, no charge will be made other than for board and lodging. Voluntary contributions, however, will be invited on the same basis as that for education during normal school hours. Parents will be charged in full for any activity organised through the school, wholly or mostly after school hours, which is not part of the curriculum.



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Education partly during school hours

Non-residential activities:

Where 50% or more of the time spent on any activity takes place within the normal school day, charges will be levied as stated in 'school trips and visits' above.

Residential activities:

If the activity takes place during term time and the number of school sessions missed as a result is less than 50% of the total number of half days taken by the activity, then it is deemed to be out of school hours and will be covered by paragraph above. Where the number of school sessions missed is 50% or more of the total number of half days taken by the activity then charges would be levied as stated in 'School Trips and visits' above.

Materials etc.:

Neither pupils nor parents may be required to supply any materials, books, instruments or other equipment for use in connection with education during College hours. They may be invited to provide items voluntarily but no child is to be disadvantaged because of a parent's inability to contribute.

Parents can be invited to make voluntary contributions towards the costs of CDT or Food Technology materials and a charge can be made for ingredients or materials where parents have indicated in advance a wish to own the finished product.

Music tuition:

Subject to their prior agreement, parents can be charged for the provision of music tuition where it is not required for the National Curriculum or public examinations.

Revision guides / items for resale:

The school provides books and equipment relating to the provision of the National Curriculum. A charge will be made for revision guides and other items for resale (at cost) where parents have indicated in advance that they wish their child to have their own revision guide or other such item.

Examinations:

Where a pupil has not been prepared for a public examination by the College (including GCSE re-sits) but has been allowed by the College to sit the examination at the College as an examination centre, the College may make a charge for the examination entry fee. Prior written confirmation from the parent is required that he/she is willing to pay the charge.

Where a pupil fails without good reason to complete the examination requirements for any public examination for which he has been entered and a fee paid, the College may recover the fee from the parents regardless of whether the examination is prescribed. In the sixth form the College may require that students pay for any re-sit examinations in subjects prior to their entry.

Remissions:

The Governing Body will remit charges in line with the level specified in the Education Act 1996. Pupils whose parents are in receipt of the following support payments will be eligible for remission of charges for board and lodging costs during residential school trips deemed to be in school hours and essential to either an examination syllabus or the national curriculum. The relevant support payments are:

- Universal Credit in prescribed circumstances.
- Income support.
- Income Based Jobseeker's Allowance.
- Income related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.



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- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed the current level specified by HMRC.
- Guarantee element of State Pension Credit.
- Employment and Support Allowance.

Damage caused wilfully or negligently:

The cost of repair or replacement of lost, broken or defaced books, materials, equipment or building fabric will be charged to parents where the responsibility lies directly with the pupil as a result of damage caused wilfully or negligently.

Departments or staff should not have any separate process for collecting payments, taking cash from pupils or collecting / storing cash

Financial procedures will comply with current VAT regulations.