

CHARGING AND REMISSIONS STATEMENT

Rationale

All students who attend Chipping Sodbury School are entitled to a free education. Where a voluntary contribution towards the cost of an activity is necessary, no student should be denied participation on financial grounds.

Purposes

- To maintain the right to free education
- To meet the requirements of the law
- To establish where charges may or may not be applied

Guidelines

No charge may be applied for

- Essential curricular activities
- Admission to the school, except as a part-time student not on a school roll

Charges may be applied for the following

- Instrumental music tuition for groups of up to four students which does not fulfil the requirements of prescribed public examination, for example, GCSE, or the National Curriculum
- Optional activities wholly or mainly outside the school day
- Materials or ingredients used in practical subjects where parent/carers wish to own the final article
- Board and lodging for students on any residential trip
- Public examination fees where the school takes the view that the student has failed to complete the examination requirements such as coursework requirements and/or failure to sit the final examination(s)
- Visits organised by an external body
- Breakages resulting from student misbehaviour
- Use of mini-bus according to school practices and procedures
- Staffing Costs

Charges will be applied for examination re-sit fees, including modular tests for public examinations, unless there are exceptional circumstances.

Voluntary contributions may be invited for any educational activity other than those in the no charge list above.

Parent/carers will be advised of charges or invitations for voluntary contributions in advance of the activity.

There will be no discrimination against students who do not contribute but an activity may be cancelled if sufficient voluntary contributions are not forthcoming.

Voluntary contributions will not be expected from students whose parent/carers are in receipt of:

- Income Support
- Income Based Jobseekers Allowance
- Support under part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit (provided the parent/carers is not entitled to Working Tax Credit and their income does not exceed £16.105 [at the time of writing]).

Evidence of receipt of any support will be required.

Where charges are applied they must not exceed the total cost of the visit and any surplus will be refunded.

Education during school hours or outside school hours will be defined in the light of the current Department for Education circular for charging and remissions.

Charges will be applied for services provided to external bodies.

Conclusion

The application of this policy will ensure that all students can be offered a wide range of educationally valuable opportunities whilst maintaining their entitlement to free education.

Committee: Business
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