

# CHARGING AND REMISSIONS POLICY

## Northgate High School

### A. INTRODUCTION

1. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.
2. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### B. CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

#### 1. **Activities in school hours**

The board and lodging element of residential activities required for specific public examinations or the National Curriculum will be charged.

#### 2. **Activities outside school hours**

The full cost to each pupil/student of activities deemed to be optional extras taking place outside school hours.

#### 3. **Instrumental Tuition**

A contribution towards the cost incurred by the school of providing instrumental or vocal tuition that is not part of the national curriculum.

Charges do not apply to children in care/looked after children where the tuition takes place during normal lesson time only (this exemption does not apply to tuition that takes place before or after school, at lunchtime, weekends or during the holidays).

#### 4. **Materials**

The Governing Body may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

#### 5. **Examination Fees**

Where a pupil has **not** been prepared for a public examination by the school, the Governing Body may make a charge for the cost of entering the pupil for the examination if agreed by the parents.

If a pupil/student fails without good reason to complete examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Body may recover the fee from the parent.

Charges will also be made for:

- Any costs incurred for late entry or amendments where the request is received from individual candidates.
- Retake fees
- The fee for an enquiry about a result.

Full written details are given to candidates at the start of their examination course.

## **6. Damage to or loss of school property**

The Governing Body may charge for the cost of repair or replacement, for example, for broken windows or lost/damaged school books.

## **7. Other charges**

The Governing Body reserves the right to charge for:

- administrative costs incurred collecting charges/debts from parents etc.
- providing services to former students and members of the public for which the school is not specifically funded (eg, writing UCAS references and marking course work).
- Pre-employment checks for staff that do not take up the post or leave within three months.

The Governing Body will charge for:

- the hire of the school premises and equipment.
- photocopying and postage charges incurred in providing information requested under the Freedom of Information and Data Protection acts.

## **C. REMISSIONS AND OTHER FINANCIAL HELP**

1 Where the parents of a pupil/student are in receipt of:

- Income Support
- Income Based Jobseekers Allowance
- Employment Support Allowance (income related)
- Guaranteed element of State Pension Credit
- Support under part VI of Immigration and Asylum Act 1999
- Child Tax Credit without Working Tax Credit and have an annual income below the set limit, currently £16,190
- 28 Day Working Tax Credit run on.
- Universal Credit

the Governing Body will remit in the full cost of

- board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.
  - Instrumental music or vocal tuition.
- 2 Parents are encouraged to apply for free school meals. The qualifying criteria are the same as that listed at the beginning of this section, *C. Remissions and Other Financial Help*. Please contact the school office or follow the link from the school website to apply.
  - 3 In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. Should this be the case parents are invited to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.
  - 4 Some funding may be available through the Pupil Premium fund held by the school. An application can be made to this fund for help with charges, school trips and other enrichment activities for pupils that might benefit from further support from the school.
  - 5 Sixth Form students may be eligible for financial assistance through the 6th Form Bursary Scheme. Details are available on the website [www.northgate.suffolk.sch.uk](http://www.northgate.suffolk.sch.uk).
  - 6 Other assistance may be available from time to time through the school or from charities such as the Northgate Foundation: <http://www.northgatefoundation.org/> Applications need to be made well in advance.

#### **D. GENERAL FRAMEWORK**

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

*September 2017*