



MICHAELA
KNOWLEDGE IS POWER

Michaela Community School

CHARGING AND REMISSIONS POLICY

Date of last review:	July 2016	Review period:	1 year
Date of next review:	July 2017	Owner:	K.Ashford

Michaela Community School Charging and Remissions Policy

- Voluntary contributions
- School trips and visits
- Examinations entries
- Materials and textbooks
- Music tuition
- Out of school activities
- Damage and loss of property
- Lettings
- School travel
- Other charges
- Remissions

We believe in the highest quality of provision for our pupils and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449-462 of the Education Act 1996 no charges are made to any registered pupil for any books, materials, equipment or apparatus used during school hours.

We apply the charging policy in line with Section 457 of the Education Act 1996 which e.g. allows charges to be made for residential school trips and artefacts made in school and taken home.

Questions and queries about this policy or discussions regarding the application of this policy to an individual pupil can be addressed by contacting the main school office and enquiries will be dealt with in confidence by a senior member of staff.

Voluntary Contributions

“Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.”

We believe that no pupil should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The Headmistress and Governors may remit some charges in part or in full as reasonable in particular individual circumstances.

The charging and remissions policy is an integral part of our inclusive arrangements for pupils and is applied equally to all pupils.

In normal cases, letters sent out when a charge is made (e.g. for a trip) will be accompanied by a clear verbal instruction by the organiser that arrangements may be available to support parents/families who are eligible for remissions. The school keeps a "hardship fund" for these purposes.

Faculties can seek support for pupils for activities which would normally incur a charge according to the policy.

Specific examples of how this policy may be applied:

School Trips and Visits

In most cases no charge will be levied in respect to day trips. However, in the case that a charge is required for a particular day trip, or in the case of a residential trip that requires accommodation- a charge will be levied.

Examination Entries

A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/carer wishes the pupil to be entered (or the pupil him/herself when over 18 years old). In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

A charge may be levied for pupils re-sitting an examination.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

The charge levied above will be the cost of the examination entry, plus any applicable centre administrative fee.

Materials and Textbooks

Where a pupil or parent wishes to retain items produced in school, a charge may be levied for the cost of the materials used.

Music Tuition

The school levies charges in respect of individual music tuition and group music tuition, if the teaching is not an essential part of the music curriculum. Lessons are free for pupils eligible for Free School Meals and subsidised for Pupil Premium pupils.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

Lettings

The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities. If staff overtime is applicable, the charge will be based on the site staff overtime costs.

Other charges

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED Report.

Remissions Policy

The Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Approval by Governing Body and Review Date

This policy and plan has been formally approved and adopted by the Local Governing Body at a formally convened meeting.

Signed:  _____
Chair of Governing Body

Date: 7 July 2016

Review date: July 2017

End of Statement