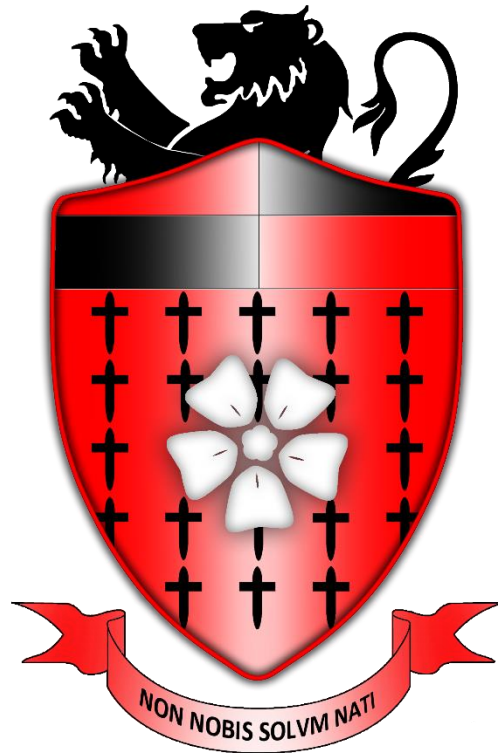


Hornsea School & Language College



Charging & Remissions Policy

Approved by:	Headteacher: 18.10.23	Governing Body: 18.10.23
Last Reviewed:	Date: October 2023	By: Kelly Douse
Date of Next Review:	October 2025	

Charging and Remissions Policy

AIM

In conformity with the requirements of the 1996 and 2002 Education Acts, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible.
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have its access to the curriculum limited by charges.

The Governing Body also recognise that there is a clear distinction in charging between Curriculum and Non Curriculum activities.

CURRICULUM ACTIVITIES

1. Residential Trips – Board and Lodgings
To levy a charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission.
2. Curriculum activities
To request contributions from parents in advance for curriculum activities/trips during school time. No student should be excluded by reason of inability or unwillingness to make a voluntary contribution. However, if insufficient voluntary contributions are raised to fund the activity/trip, then it must be cancelled and a full refund given.

Any insurance costs will be included in charges for trips and activities.

3. General Lesson Costs
To levy NO charge in respect of books and materials provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the school, except where parents have indicated in advance that they wish to purchase the product. Voluntary contributions may be sought in cash or kind in order to enable school resources to go further.

4. Examinations
No levy will be made for exam entries, except where:

- The pupil fails without good reason to meet any examination requirement for that syllabus.
- The examination is not prescribed and the pupil is prepared for it outside of school hours.
- To levy a charge to parents for the cost of a requested exam re sit for example, but not exclusively, to improve AS UMS marks.

5. Music Tuition

To levy a charge to parents for instrumental music tuition provided the East Riding of Yorkshire Council Music Support Service for those who request extra instrumental tuition for their child. The charge made to parents will be reviewed and agreed by Governors on an annual basis. Pupils eligible for statutory remission see section 6 below; will be entitled to a 100% subsidy.

STATUTORY REMISSION

6. Statutory remission is given to those parents who are in receipt of either:-

- Income Support
- Income Based Job Seekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual income that does not exceed the yearly inland revenue assessed threshold)
- Guaranteed element of State Pension Credit

In addition to those pupils currently entitled to statutory remission and are receiving free school meals, for the purpose of this policy statutory remission will also apply to pupils who are classed as "Ever 6" (have been entitled to free school meals within the last six years).

Statutory remission will fund, whilst the School continues to receive Pupil Premium funding:

100% of music tuition for lessons provided by ERYC Music Service and private tutors during school hours.

A contribution to the costs of non-essential extra-curricular trips and activities agreed by Pupil Premium senior lead.

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

NON CURRICULUM ACTIVITIES

7. Non Curriculum trips and activities

To levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the trip or activity if there are insufficient students to make the trip / activity viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities.

8. School Property

To charge parents for damages to or loss of school property caused wilfully or neglectfully by their children.

9. Private Lettings

To charge for private lettings of the school premises using the scale of charges as set out for directed community use of school premises by Local Authority, to include VAT where appropriate. Discretion can be allowed at the Finance Manager's discretion.

10. Freedom of information

Information published on our Intranet is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or internet café.

Single copies of information covered by this publication are provided at a cost based on the cost of copying per A4 side, as detailed in the section marked 'Private Copying'.

If we do have a lot of copying or printing, or we incur a large postal charge, or your request is for a priced item (e.g. printed publications or videos) we will advise you of the cost before fulfilling your request.

All charges will be fair and reasonable and not exceed the actual cost.

11. Private copying

A charge of 5p/black and white 10p/colour per A4 side may be made to cover the basic cost of private photocopying.