



*"Excellent Learning, Teaching and Leadership for All"*

## Charging and Remissions Policy

## **1. Admissions**

There is no charge for admissions to schools within Windsor Learning Partnership.

## **2. School meals**

There is no charge for children who are entitled to free school meals.

## **3. Public examinations**

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where students have been prepared for the examinations by the school on the first occasion.

There is no charge for examinations that are not on the set list, but have been arranged by the school.

There is a charge of the examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school (see Optional extras under section 5).

Students and their families will be charged for the examinations fees for any qualification that they are re-taking.

## **4 Activities that take place during school hours**

(this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (section 8).

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge),
- optional extras (section 5),
- music or vocal tuition (section 8).

## **5 Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports games against other schools
- part of the syllabus for a public examination that the student is being prepared for by the school

- part of the school's basic curriculum for religious education.

Optional extras:

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is not:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school
  - c) part of religious education
    - examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
    - transport that is not taking the student to school or to other premises where the local authority or governing body has arranged for the student to be provided with education.
    - board and lodging for a student on a residential visit.
    - Tennis Lessons

### **The cost of optional extras**

The Headteacher of each school within the Trust will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. In no circumstances will there be an element of subsidy required for any students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 12).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **6. Activities that take place partly during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 4.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a visit.

In this case the charging of the activity will be the same as is outlined in section 5.

## **7. Residential activities**

Our school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

The school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging. Parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.

Activities The school may charge for residential activities that fall outside of school hours (see section 5). An example, if a residential trip to Tirabad which has activities and costs that take place in and outside of school hours. The charge, therefore, covers those activities and costs that take place out of school hours.

## **8. Music tuition within school hours**

Windsor Learning Partnership follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

Windsor Learning Partnership is dedicated to ensuring equal opportunities for all students including access to specialised music tuition, therefore charges made for music tuition within school hours maybe remitted or reduced for disadvantaged students.

## **9. Extended services**

Windsor Learning Partnership is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of increasing student engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of students.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **10. Damage to property and breakages**

Where school property has been wilfully damaged by a student, parent or a member of staff, the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher dependent on the situation.

## **11. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit. An income related employment and support allowance that was introduced on 27 October 2008;

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be determined by the Headteacher.

## **12. Voluntary contributions**

The cost of activities which involve all the students on a course and which take place wholly or mainly during normal hours will be met by seeking a voluntary contribution from parents. Any activity for which parents are invited to contribute will only proceed if the total costs of the activity can be met and hence, in certain instances, if voluntary contributions are inadequate, the proposed activity might have to be cancelled.

Signed: \_\_\_\_\_ Date: 06 October 2016

Chair of the Board of Trustees

<b><i>Policy Approved by Trustees</i></b>	06 October 2016
<b><i>Reviewed on</i></b>	
<b><i>New Review Date</i></b>	October 2017