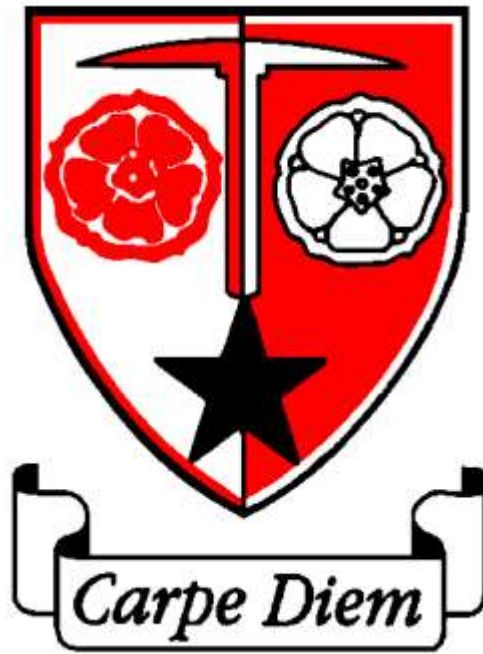


# Audenshaw School



## CHARGING & REMISSIONS POLICY

This policy is reviewed every year by the Resource Committee.

### History of Document

| Issue No  | Author/Owner       | Date Written | Approved by Resource | Received by Governors | Comments                                |
|-----------|--------------------|--------------|----------------------|-----------------------|---|
| Issue 1   | Jeanette Saw       | 19/12/12     |                      | 07/02/13              | Received by Full Governors              |
| Issue 1.1 | Andrew Curvis      | 18/06/14     | 27/06/14             | 04/07/14              | Minor Amendments                        |
| Issue 1.2 | Kristie Bloomfield | 27/05/15     | 27/05/15             | 27/05/15              | Minor updates to roles.                 |
| Issue 1.3 | Kristie Bloomfield | 21/04/16     | 18/05/16             | 18/05/16              | Minor amendments                        |
| Issue 1.4 | Jeanette Saw       | 07/06/17     | 22/06/17             | 22/06/17              | Minor amendments                        |
| Issue 1.5 | Jeanette Saw       | 17/07/17     | 18/07/17             | 18/07/17              | Section 5 and 6 change of role          |
| Issue 1.6 | Adeel Sahi         | 02/07/18     | 10/07/18             | 10/07/18              | No amendments                           |
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| Issue 2.0 | Ian Hilton         | 01/11/22     | 15/11/22             | 15/11/22              | Reviewed and found to need no amendment |

## **OUR MISSION**

Our school aims to provide a quality education in a caring community based on values of respect, responsibility and resilience and a relentless pursuit of excellence in all that we do.

## **OUR VISION**

Our School will be recognised as a fully inclusive, aspirational, high achieving centre of excellence, firmly rooted in the local community.

We will create, develop and maintain a challenging and stimulating personalised learning environment where no student is overlooked or left behind and where teaching and learning is high quality, inspirational and innovative.

We will consistently have high academic standards and expectations for every individual and continue to place considerable value on sport and healthy living and developing strong links with the community.

All members of our school community will be valued and every success will be celebrated.

Our School will maintain a safe, secure and caring environment in which to work and learn.

## **AUDENSHAW SCHOOL SAFEGUARDING STATEMENT**

**This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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## **Section A - INTRODUCTION**

For the purpose of this Policy, the “School” is defined as employees, governors, students and third parties such as contractors, agency workers and consultants acting on behalf of the organisation.

The Governors wish to make the School’s programme of curriculum visits and activities available to as many students as possible. They endorse the principle that no student should have access to the curriculum limited by charges but recognise they have to operate within the constraints of the School budget.

The Board of Governors also recognise that there is a clear distinction in charging between Curriculum and Non-Curriculum activities.

## **Section B - CURRICULUM ACTIVITIES (AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination)**

Any charges made by the School for curriculum activities must meet the requirements of the 1996 ,2002 and 2011 Education Acts.

It is the policy of the Board of Governors:

### **1. RESIDENTIAL TRIPS – BOARD AND LODGING**

- 1.1 To levy a charge for all board and lodging costs on residential visits, except where students are entitled to statutory remission.

### **2. CURRICULUM ACTIVITIES**

- 2.1 To request payment from parents/carers in advance for curriculum activities/trips during School time. No student should be excluded by reason of inability or unwillingness to make a voluntary payment. However, if insufficient response is received or insufficient monies 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. EXAMINATIONS**

- 3.1 To levy no charge for examination entries, except where:
- the School has not prepared students for the examination in the year for which the entry is made, or
  - a student has failed, for no good reason, to complete the requirements of the examinations or to attend for it and does not provide to the School acceptable reasons for this.
  - a student withdraws from an examination without the agreement of the School.
  - the Governors reserve the right to charge for re-taking examinations or modules.

### **4. GENERAL LESSON COSTS**

- 4.1 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.

### **5. STATUTORY REMISSION**

- 5.1 Statutory remission is given to those parents/carers who are in receipt of either:
- Income Support;

- Income-based Jobseeker's Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they are not entitled to Working Tax Credit **and** have an annual income that does not exceed the yearly Inland Revenue assessed threshold);
- Guarantee element of State Pension Credit;
- Income related Employment and Support Allowance (this benefit was introduced on 27 October 2008).

**Section C - NON-CURRICULUM (EXTRA CURRICULAR) ACTIVITIES (NOT AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination).**

It is the policy of the Board of Governors:

**1. NON-CURRICULUM TRIPS**

- 1.1 To levy a full 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.
- 1.2 If there are insufficient students to make the trip viable, then it must be cancelled and a full refund given of all monies received (reduced by card charges incurred).
- 1.3 Any insurance costs will be included in charges for trips and activities.

**2. SCHOOL PROPERTY**

- 2.1 To charge parents/carers for damages to or loss of School property caused wilfully or negligently by their children.

**3. PRIVATE PHOTOCOPYING**

- 3.1 To levy a charge to cover the cost of private photocopying which will be determined on an annual basis on a per copy basis.

**4. TELEPHONE CHARGES**

- 4.1 To levy a charge for personal telephone calls.

**5. PRIVATE LETTINGS**

- 5.1 The School will make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resource Committee.

**6. FREEDOM OF INFORMATION**

- 6.1 Information published on our website is free, although you may incur costs from your internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.
- 6.2 Single copies of information covered by this publication are provided free. If your request means that we have to do a lot of photocopying or printing, incur a large postage charge, or is for a priced item such as some printed publications or videos we will advise you of the cost before fulfilling your request.

## **7. SCHOOL DISCRETION**

- 7.1 To leave to the Principal's discretion, the proportion of costs of an activity which should be charged to public or non-public funds. An example of this would be the annual rewards trip which is non-curricular but the cost is met from public funds.
- 7.2 To delegate to the Chair of Governors and Principal the determination of any individual case arising from the implementation of this policy.



## **Section D - GUIDANCE FOR STAFF – IMPLEMENTATION OF THE CHARGING POLICY**

### **1. CHARGES IN PRACTICAL SUBJECTS**

- 1.1 In practical subjects, parents/ carers may be asked for the full or partial cost of materials or ingredients e.g. in food, technology and art.
- 1.2 Each September (or as appropriate during the year) a standard letter may be sent to parents/ carers asking for a voluntary contribution. Failure to make a contribution will not affect the course the student follows but they may not be able to retain the finished product.

### **2. RESIDENTIAL TRIPS – BOARD AND LODGING**

- 2.1 Charges in the form of voluntary payments will be requested from parents/ carers for trips which take place mainly DURING school hours.
- 2.2 No student will be excluded from the trip because of inability or unwillingness to pay but the School is entitled to cancel the trip if the cost is not met by voluntary contributions.
- 2.3 The Principal can approve a contribution from school funds for curriculum trips where there is an inability to contribute and the parents/ carers meet the statutory remission criteria. A letter should be requested from the parents/ carers and passed to the Principal for approval.
- 2.4 Trips which take place mainly OUTSIDE School hours are chargeable provided they are not part of an examination course.

### **3. CHARGES**

- 3.1 Charges must not be more than the cost of the trip and can include:

Travel, board and lodgings, materials, books and other equipment, non-teaching staff costs, teaching staff costs (travel, board and lodging), supply cover, a preliminary visit if required and insurance.

### **4. SCHOOL HOURS**

- 4.1 There are two categories of curriculum trips for charging:

A curriculum trip mainly in School time = voluntary contribution (see section D6.3 for explanation of term)

A curriculum trip mainly outside School time = an optional extra (see section D6.2 for explanation of term).

### **5. CURRICULUM RESIDENTIAL TRIPS – BOARD AND LODGINGS - THE 50% RULE**

- 5.1 Where LESS than 50% of the trip time is outside School hours (sessions) then it can be charged for as an optional extra requiring voluntary contributions but the board and lodgings can be charged in full.
- 5.2 Where MORE than 50% of the trip is outside School hours (sessions) then it can be charged in full as an optional extra.
- 5.3 The School can charge in full for board and lodgings on ALL residential trips which involve students in nights away from home.
- 5.4 Governors are obliged to remit the full cost of board and lodgings to parents/carers who are eligible for statutory remission, where the trip takes place MAINLY during School hours.
- 5.5 Visit organisers arranging a residential trip MAINLY in School hours should include the following statement in their letter to parents/ carers:  
  
“Parents/Carers who are eligible for a reduction according to the School’s charging and remissions policy or their child is in receipt of Free School Meals (FSM), should contact the organiser of the trip for further information about remission of board and lodgings costs. You may discuss the matter in complete confidence.”
- 5.6 All letters making charges or requesting voluntary contributions should be typed by the Student Services Office and submitted to the Head of Executive Services before being issued.

## **6. LETTERS TO PARENTS/ CARERS**

- 6.1 Trip organisers must decide whether the proposed trip is an optional extra or one requiring voluntary contributions. The appropriate following statement 6.2 OR 6.3 must be included in the letter to parents/carers inviting the student to take part in the trip.
- 6.2 Optional Extra:  
“The visit is an “optional extra” under the 1996 Education Act and the School is allowed to make a charge in full. The visit will cost £...”  
“If there are insufficient students to make the activity/trip viable, then the trip will be cancelled and a full refund will be given.”

6.3 Voluntary Contribution

“Under the 1996 Education Act the Academy requests a voluntary contribution of £... if you wish your child to take part in this visit.”

“The contribution is voluntary but the visit will only take place if there are enough voluntary contributions to make the trip possible otherwise the trip will be cancelled and a full refund will be made. Please indicate your agreement to pay the voluntary contribution on the return slip.”

“Parents/Carers who are eligible for a reduction according to the School’s charging and remissions policy or their child is in receipt of Free School Meals (FSM), should contact the Office Manager for further information about financial support.”

The trip information should include as part of the reply slip:

Name:..... Form Group:.....

(1) I wish my son/daughter to take part in the proposed visit to .....

(2) I agree to pay the voluntary contribution of £...

Signed: ..... (Parent or Carer)

Date:.....

All letters making charges or requesting voluntary contributions should be typed by the Student Services Office and submitted to the Head of Executive Services before being issued.