



# THE LATYMER SCHOOL

Founded 1624

## CHARGING AND REMISSIONS POLICY

Policy adopted	Full Governors' Meeting June 2010 - reviewed June 2015 Updated September 2018
Policy circulated	September 2018
Review policy	September 2019

## **INTRODUCTION:**

The Education Reform Act 1988 came into force in April 1989 and introduced new regulations concerning payment for trips and activities; making it a legal requirement for Governors of all schools to approve a Charging Policy. The governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits, residential experiences and enrichment programmes can make towards the academic, personal and social education of students. The governors aim to promote and provide such activities both as part of a broad and balanced curriculum for students of the school as enrichment and as additional optional activities.

## **PURPOSE:**

In order to ensure that correct procedures are followed and no student is excluded from a visit or journey because they cannot afford to pay, a clear Charging and Remissions Policy must be known and understood by all parents/guardians so this Policy is published on the school website and the School Business Manager is available to answer any queries.

## **CHARGING POLICY**

Governors reserve the right to levy charges for the following:

- a) Music tuition that is not prescribed as part of the National Curriculum. Charges will be made for music, instrumental hire and tuition and music examinations
- b) Transport, entrance fees and educational fees out of normal School hours. These are termed optional extras. The consent of parents/guardians and a willingness to meet extra charges will be sought before any bookings are finalised. This will also include an administration fee.
- c) Damage to or loss of books and/or school equipment
- d) Wilful damage to school property
- e) Damage to other property where the school has been charged, for example on residential school trips
- f) Cost of optional residential trips outside normal school hours
- g) Board and lodging for residential trips within school time
- h) Wasted examination fees, for example where a student without good reason fails to meet the requirements of, or attend, the examination
- i) Re-sit or other examination fees where the school is not formally preparing the students for the examination, including University Admissions Tests fees
- j) Re-mark or any other optional post-results enquiries for public examinations

Although there is no obligation on any family to pay, the Governors reserve the right to request voluntary contributions for the following:

- a) Activities during school hours including visiting groups, day visits and school journeys. The contribution requested will not exceed the cost of the provision as no student should subsidise any other student.
- b) Other charges for residential trips during school hours not covered above.
- c) Charges for materials that will then be owned by the parents/guardians
- d) Charges for optional extras

Parents are entitled to ask that their child be excused for activities which incur a cost and the school reserves the right to cancel any trip/visit/activity where enough voluntary contributions are not received.

## **REMISSIONS POLICY**

Funds to subsidise activities are limited. However, Governors will endeavour to ensure that no student is deprived of playing a full part in the life of the school on family economic grounds. Where students are in receipt of free school meals, the Governors will endeavour to remit in full, the cost for any trip or residential activity that is organised for the student, if the activity is deemed to take place within school hours, or where it forms part of the National Curriculum. In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Assistant Head Teacher for Care Guidance and Support.

### **The Pupil Premium**

The Pupil Premium is additional funding given to schools by the Department for Education to raise the attainment of and enhance the education of the most socio-economically disadvantaged children. Pupil Premium funding is paid to schools according to the number of pupils who have been registered as eligible for Free School Meals (FSM) at any point in the last 6 years or have been in care for 6 months or longer.

Pupil Premium funding is, however, not ring-fenced and schools are free to spend the extra money as they see fit. The receipt of FSM has been used by the Government as an indicator of deprivation and the Governing Body may use this as an indicator as to those pupils at The Latymer School who may need extra support and financial assistance. However, the Governing Body also recognises that not all pupils who receive FSM are socially disadvantaged and that not all pupils who are socially disadvantaged qualify for FSM. They therefore reserve the right to allocate Pupil Premium funding to support any pupil or groups of pupils which the School has legitimately identified as being those who would benefit from it.

The extra support may take a wide range of forms, including facilitating pupils' access to the curriculum, providing additional teaching and learning opportunities, providing extra support and intervention and for the purposes of remission.

**Monitoring and Review:** This Policy will be reviewed annually by the School Business Manager.