

<p style="text-align: center;">Colyton Grammar School CHARGES FOR SCHOOL ACTIVITIES AND REMISSIONS POLICY</p>

The Education Reform Act (1998), the Education Act (1996) and subsequent legislation require the governing body to draw up, and keep under review, its own policies in respect of charges and remission arrangements.

1. Aims

- (a) To make available to as many students as possible involvement in school activities.
- (b) To maintain a fair system of charges within the constraints of the resources available to the school.

2. Activities for which a charge will NOT be made

Colyton Grammar School **will not** make a charge for the following:

- (a) Admission to the school
- (b) Education provided during school hours
- (c) Education provided 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

3. Activities for which a charge WILL be made

To maintain the present level of optional activities offered to students, charges will be made as permitted by the relevant legislation.

Such charges will include:

- (a) The cost of repairing damage to school property or replacing damaged or lost textbooks and other materials where this is the result of a student's behaviour.
- (b) Re-sits of prescribed public examination where no further preparation has been provided by the school.
- (c) The cost of entering a student for a public examination where the student fails without good reason to complete the requirement of any public examination where the governing body originally paid or agreed to pay the entry fee

Charges may also be made for the following optional activities:

- (a) The cost of board and lodging on a residential visit.
- (b) Activities which take place wholly or mainly outside school hours but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education. The costs can include a student's travel, board and lodging, materials, instruments and other equipment, entrance fees to museums, castles, theatres, etc., and insurance. Any charge may take account of the cost of engaging staff specifically for the purpose of providing the activity and supplying such staff with travel, board and lodging.
- (c) Materials and equipment – any materials, books, instruments or equipment where the student's parents wish to own them e.g. materials used in Design & Technology (including Food) and Art.
- (d) The cost of entering a student for a public examination not prescribed in the regulations and for preparing the student for such an examination outside school hours.
- (e) The cost of examination results being re-scrutinised where this is requested by the parents.

The charge will be based on the actual costs of providing the optional extra activity, divided equally by the number of students participating.

No element of subsidy for other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge can be included.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

2. Voluntary Contributions

Voluntary contributions from parents will be sought for optional activities. If the activity cannot be funded without such contributions, this must be made clear to parents at the outset. It must also be made clear to parents that there is no obligation to make any contribution.

3. Financial Support

In addition to the statutory remission arrangements described in the next section, financial support may be available – see the Financial Support page on the school website - <http://www.colytongrammar.devon.sch.uk/handbook/pastoral/financialsupport.htm>

Pupil Premium students have access to a personal Pupil Premium account which can be used- as determined by the student's parent/guardian for educational purposes. e.g. educational visits and activities, books and materials, the cost of transport to school etc.

Students in all years may be eligible for support from the [Bradbeer Bursary Fund](#) and students aged 16 to 19 may be eligible for support under the [16-19 Bursary Scheme](#).

4. Remissions

Charges will be remitted in relation to the cost of board and lodging in respect of residential trips, when the activity is wholly or mainly within school hours and/or is a requirement of the syllabus of a prescribed examination for which the school is preparing the student, or is necessary as part of the National Curriculum, or is part of the Religious Education syllabus, in the case of students whose parents are in receipt of:

- Income Support; *or*
- Income-based Jobseeker's Allowance; *or*
- Income-related Employment Support Allowance; *or*
- The guaranteed element of State Pension Credit; *or*
- Support under Part 6 of the Immigration and Asylum Act 1999; *or*
- Child Tax Credit (providing they do not also receive Working Tax Credit and/or an amount for childcare paid with their Child Tax Credit, and have an annual income assessed by Her Majesty's Revenue and Customs that does not exceed the rate set for the relevant financial year – currently £16,190); *or*
- A Working Tax Credit 'run-on' payment for four weeks after stopping work or reducing working hours to under 16 hours per week
- Universal Credit

Students who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) also qualify.

Where families find it difficult to meet the cost of an activity taking place outside school hours, consideration may be given as to whether the charge could be remitted or reduced.

5. Equality Impact Assessment

No equality issues have been identified with this policy.

6. Consultation

The Finance and Resources Committee have been consulted on this policy.

7. Policy Review

This policy will be reviewed on an annual basis.