



DEVONPORT HIGH SCHOOL FOR GIRLS

CHARGING AND REMISSIONS POLICY

Named person: B Bell

Category: Statutory

Review: Annually

Date to be reviewed: Summer 2018

This policy has been reviewed with regard to the work/life balance of staff

Adopted by the Governors' Policy Committee on: 29/06/17

Ratified at the Full Governors' meeting on: 10/07/16

Examinations

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the student was not prepared for it at this school
- the examination is not on the set list but we arrange for the student to take it
- a student fails without good reason to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee
- where a student chooses to re-sit an examination

Voluntary Contributions

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips. In these circumstances no student will be prevented from participating because her/his parents/carers cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel the activity.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents/carers, who may, if they wish, ask the Head Teacher to agree to their child being absent for that period.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents/carers will be told how the charges were calculated.

Residential visits

Charges will be made for board and lodging, except for students whose parents/carers are in receipt of eligible benefits.

Other charges will be made to cover costs when the number of school sessions missed by the students totals half or more of the number of half-days taken up by the activity. In such cases parents/carers will be told how the charges were calculated.

Parents/carers who are in receipt of eligible benefits may apply in writing to the Head Teacher for all or part of remission of the charges detailed above.

Music Tuition

In cases of hardship the Head Teacher and governors will consider in their absolute discretion the remission of fees (either in full or in part).

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't or won't.

Parents/carers who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

Eligible benefits

- Universal Credit in prescribed circumstances;
- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit providing that Working Tax Credit is not also received and the family's income does not exceed £16,105 (financial year 2017/18);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.