




**Woodbrook Vale School  
Policy Document**

**Charging and Remissions Policy**

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Headteacher's Signature:  ..... Date: 02 February 2021  
Print name: Rachael Fraser

Chair of Trustee's Signature:  ..... Date: 02 February 2021  
Print name: Gavin Brown

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## **1. Introduction**

Ideally, Woodbrook Vale School would like to make no charge to parents or students for any activity that is relevant to educational provision, which occurs inside or outside the Academy. The limits of the school budgets, however, force us to make charges for certain activities and this policy outlines those areas.

The Academy recognises the valuable contribution that a wide range of activities, including clubs, trips and residential experiences, can make towards students personal and social education.

The Academy aims to promote and provide activities both as a part of a broad and balanced curriculum for the students of the school and as additional optional activities.

Whilst wishing to promote and provide as broad a range of such activities as possible for the benefit of all students, the Academy reserves the right to make a charge for certain activities organised by them from time to time.

## **2. Charging**

### **a. Optional extras**

The School endeavours to provide a range of activities which are held outside the compulsory curriculum. Parents/carers will be notified in advance of any such activities and their estimated cost, and asked to make a contribution. Parent/carer consent will be obtained for a student's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity, its cost and the number of participants. This charge will not exceed the total cost of providing the activity. Charges may include an appropriate element of the students' travel cost; the students board and lodging cost; materials, books, instruments, and other equipment; extra staff costs; entrance fees to museums, theatres, insurance costs etc.

Where such an activity is provided to fulfil any requirements specified by a public examination specification, or to fulfil statutory duties relating to the school curriculum, then it is not regarded as an 'optional extra' and only board and lodging charges may be made.

### **b. Charging for residential activities**

If the activity is during school hours, charges will be made for the board and lodging element of such activities, and parents/carers will be asked to make a voluntary contribution towards travel expenses and entrance fees etc. Parent/carers will be notified in advance of any such activities and their estimated cost, and parent/carer consent will be obtained for the students participating in any such activity for which a charge is made. Charges will be calculated by reference to the actual cost of providing travel, activities, board and lodging for each student; no other cost will be covered by the charge.

### **c. Materials, Equipment and Ingredients**

The Academy reserves the right to ask for a voluntary contribution towards the cost of materials, equipment and ingredients relating to activities taking place in school hours, for example during design and food technology lessons for students.

It is the responsibility of parents/carers to cover the cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside school hours and which are purely voluntary and options. (It remains the parent/carers responsibility to supply school uniform including PE kit).

#### **d. Examination Fees**

Normal registration and exam fees for the first sitting are paid by the school for fully funded candidates with an active enrolment.

Reimbursement of fees will be sought from candidates who do not meet the necessary coursework requirements without medical evidence or proof of other mitigating circumstances. The Exams Officer will charge the Examination Board entry fee for any timetabled exam or assessment missed without supporting evidence.

Late entry or amendment fees are paid by whoever is responsible for the need to make the change.

External candidates will be responsible for paying their own exam fees and the school reserves the right to charge an additional administrative fee.

All external examination fees will be paid for from the Exams budget. This will also include preparing the resources and the printing cost of the Year 11 mock exam papers.

All internal tests held within the classroom environment will be paid for from department budgets.

#### **e. Music Tuition**

There is a charge for individual tuition in the playing of a musical instrument whether in or out of school hours unless it is provided as part of the syllabus for a prescribed public examination or is required by the school curriculum.

Where a student wishes to enter an examination for a subject/course not delivered by the school, a charge may be levied if previously agreed by the parent/carer.

#### **f. Community Users**

The school may arrange to let its premises and facilities to members of the local community, other organisations, businesses, charities and sports clubs. This is covered under a separate policy (Lettings policy).

#### **g. General**

The cost of repairing damage and replacing school property or equipment (lost, defaced or damaged) remains the responsibility of the parent/carer when this damage or loss is the result of their child's behaviour or negligence. Parents/carers should advise their child(ren) not to bring valuables into school as the school takes no responsibility for any items that are lost or damaged.

Purchase of additional equipment/texts (i.e. calculators, revision guides) will become the property of the student.

The Academy may from time to time amend the categories of activity for which a charge may be made.

When seeking voluntary contributions from parents or students for a particular activity, the School will always indicate whether the activity will be prevented from going ahead in the absence of sufficient funds.

Nothing in this policy statement precludes the Academy from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.

### **3. Remissions (Cancellation or Reduction of Charges)**

Parents/carers may apply to the Headteacher for remission of charges in whole or part towards the cost of trips/activities. The Headteacher may from time to time decide to remit all or part of the cost of activities involving particular students. (e.g. those who qualify for the Pupil Premium). This will be at the discretion of Woodbrook Vale School. Levels of financial support will be assessed per trips/activities and communicated to parents/carers.

The Academy will inform parents/carers of remission available to specific groups of students but in cases of family hardship which make it difficult for students to take part in particular trips/activities for which a charge is made, parents/carers will be asked to apply in confidence for remission of charges in part or in full.

To qualify for financial assistance, parents/carers must complete the "Application for Remission" form and forward it to School Business Manager, if requested, providing proof of their income or benefit.

Authorisation of the remission will be made by School Business Manager in consultation with the Headteacher, on behalf of the Academy. All parents/carers, however, will have the right of appeal to the Academy.

Subsidies will usually be made available for students eligible to receive Pupil Premium funding, but the subsidy would be reviewed on an individual basis in light of budget constraints and the level of demand for remission.

Remission for students not on the Pupil Premium register cannot be guaranteed.

The Academy will support parents/carers in making applications to the "Dawson and Fowler Foundation for Education" a registered charity for further financial support if it is deemed that the request meets the criteria of that organisation.



### Application for Remission from Charges

Date:	Name of Student:
Name of Parent/Carer:	Signature of Parent/Carer:  Date:
Activity/Funding required for:	Total Cost:
Reason for application/circumstances: (please give details of benefits currently received)	

<b>To be completed by the school</b>	
Granted/Not granted (delete as applicable)	
Amount and breakdown of subsidy granted:	Approved by:
Time given to pay (if Applicable):	Date:
Can this be funded from 'Dawson Fowler'?	Other funding?
<b>Distribution List</b>	
Finance Office:	Student Support
	Other: