



Moulton School and Science College

Charging & Remissions Policy

March 2015

| Version and Date | Action/Notes |
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| 1.0 Mar 15 | Created and Approved by Finance Committee 18 Mar 2015. Author: Mandy Dane |
| 2.0 Mar 17 | Reviewed by Finance Committee 15 March 2017 |

1. Statement on charging for school activities and materials and the remission of charges

Following the provisions of sections 451 – 457 of the Education Act 1996, the Governors of Moulton School and Science College have agreed the following policy statement on charging for school activities and materials and for the remission of charges.

2. Charging

The school may make a charge for the following areas of activity:

- a) Board and Lodging on residential visits including up to 1.5% of the cost of the trip to cover materials and administration resources expended in association for trip preparation
- b) Costs associated with tuition in the playing of a musical instrument, or vocal tuition, 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 National Curriculum)
- c) 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.
- d) The cost of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside school hours.
- e) Resits of prescribed examinations as detailed below:

In all cases the school will make the appropriate charges, except in particular circumstances where it is possible to make a specific subsidy.

In relation to b. above, (tuition in the playing of a musical instrument and vocal), the school will continue to purchase a contract with the Northamptonshire Music & Performing Arts Service for the provision of tuition. A charge will be made in respect the cost of sheet music, the maintenance of loan instruments and a parental contribution to cover the tuition contract. The level of parental contribution towards tuition will be set by the Headteacher. With respect to musical tuition (instrumental or vocal) which is not part of the Service's provision, the school will make the full charge.

3. Post-16 Text Books and Resources

Students will be required to purchase the text books and resources necessary for the student to undertake the activity and learning relating to post-16 study.

The books / resources will be owned by the student / parent.

4. Voluntary Contributions

Moulton has a tradition of providing a wide range of activities for its students and this has been possible only because of parents' willingness to provide financial support. The Governors wish to sustain the schools' programme of activities for the benefit of students and, while taking steps to ensure that costs are kept as low as possible, will continue to ask parents for voluntary contributions towards materials and activities for which no charge can be made. When an educational visit is proposed it will be necessary to ascertain whether or not the level of financial support from voluntary contributions is adequate to permit a proposed visit to proceed. If there is a shortfall, it may be possible in particular circumstances to provide additional finance from specific funds.

Voluntary contributions may be sought, but no charges made, for:

- a. activities in school hours
- b. activities largely in school hours
- c. ingredients, materials and equipment needed for practical subjects
- d. any activity relating to the school curriculum, or to an examination syllabus

5. Remission of Charges

Board and lodging charges will be remitted, if activities are able to proceed, for students whose families are in receipt of Income Support, Income-based Job Seekers Allowance, National Asylum Seekers Support, the Guarantee Element of State Pension Credit or Child Tax Credit (with an income of less than £14,155) if the activity takes place in school hours or out of school hours as part of the syllabus for a prescribed examination, or specifically to fulfil duties under the National Curriculum.

NB A charge for board and lodging and for any other costs may be made to all students who participate in 'optional extras' out of school hours.

It is the policy of the school to keep costs relating to the syllabus for a prescribed examinations, or specifically to fulfil duties under the National Curriculum, to all students as low as possible by using whatever funds are available to provide subsidies.

6. Examinations

The Governors reserve the right to recover examination entry fees from a parent where a student without good reason fails to sit an examination, or fails to submit necessary completed coursework.

Acceptable reasons include:

- a. notification of illness, supported by a doctor's certificate
- b. particular family difficulties

Resitting Examinations:

- a. Courses with end-of-course examinations (Y7 – 11)

Where students are prepared by the school to re-sit an end of course examination, no charge will be made

- b. Courses with modular examinations

Where students wish to make a second attempt at an end-of-module examination, it will be at their own expense

7. Activities Arranged By A Third party In School Hours

There may be occasions when an organisation such as travel company arranges an activity to take place in school hours and that the parents ask the school to grant children leave of absence to join the activity. Paragraph 18 of DES circular 2/89 suggests that the third party would be able to levy charges direct to parents, and it would be for parents to satisfy themselves about the adequacy of the arrangements made by the third party to secure the safety and welfare of the children.

8. Work Experience

In accordance with paragraph 16 of DES circular 2/89 parents will be asked to meet the cost of travel from home to a work experience placement, and vice versa.

9. Damage To or Loss of School Property

Where a student causes damage to or loses school property, the school will seek to recover from the parents the cost of repair or replacement.

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| Terms of Reference Reviewed: | Spring Term 2017 |
| Next Review: | Spring Term 2019 |