

TITLE: CHARGING AND REMISSIONS POLICY

MODEL POLICY STATEMENT

This **is not** a Local Authority model policy

Policy Owner:	Strategic Business Leader	Review period:	Annual
Last Review:	November 2017	Approving Committee:	Resources 04.12.2017
Next Review:	Autumn Term 2017	Latest FGB adoption:	06.12.2017

IMPACT OF THIS POLICY

The impact on College targets of using this policy is as follows:

To ensure the College levies a fair and equitable charge for services and facilities, and maximizes income opportunities.

1. Introduction

The purpose of the policy is to ensure that there is clarity over those items that the College will provide free of charge and those items where there may be a charge. The Local Authority policy and the Department for Education guidance have informed the content of this policy.

The Governing Body:

- may not charge for any activities which take place in college time, apart from instrumental tuition for individual pupils or pupils in groups of up to four
- may invite parents and others to make voluntary contributions towards any part of the college's work
- may charge for activities that are provided wholly or mainly outside college hours, as long as these activities are optional extras
- may charge for board and lodging on residential courses.

2. College Day Definition

The College day is defined as:

8.40 am – 1.20 pm and 2.10 pm to 3.10 pm

The lunch break does not form part of the College day.

3. Responsibilities

The Principal will ensure that staff are familiar with and correctly apply the policy. The

Governors will review the policy.

4. Policy Statement

During the College day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the College and the activity. The College will resource all lessons but encourages parents to provide, on a voluntary basis, such items as calculators, dictionaries, additional reading material, for their child's personal use. Charges will be made for ingredients/materials in practical areas where a parent indicates in advance a wish to own the finished product. This indication will be assumed if a child chooses to follow practical work in Years 10 and 11.

5. Voluntary Contributions

Voluntary contributions may be sought for activities during the College day, which entail additional costs, for example field trips.

In these circumstances no student will be prevented from participating because his/her parents are unable or unwilling to make a contribution. Where there are not enough voluntary contributions to make the activity possible, it may be necessary to curtail or cancel activities.

From time to time we may invite a non-College based organisation, such as a visiting drama group, to arrange an activity during the College day. Such organisations may wish to charge parents, who may, if they wish, ask the Principal to agree to their child being absent for that period.

6. Musical Instrument Tuition

Charges will be made for teaching an individual pupil or groups to play a musical instrument, unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s). The charges are set by the Service provider, charges are to be paid to the service provider and governors will not cover any shortfall.

7. Damage to College Property

Parents will be charged for the cost of broken windows, defaced, damaged or lost resources, etc., where it is the result of a student's action. Charges will be determined at the discretion of the principal, taking due regard of individual family circumstance.

8. Public Examinations

The College will meet examination entry fees following a full and satisfactory conclusion of a course within the college. Other entries may be made at the parents' expense. Examination entry and tuition fees will be charged if the student takes special lessons outside the College day and also entry fees if the student is prepared privately. Charges will be made when a student does not complete their examination course without good reason. For purpose of clarification:-

A retake is where the whole course is completed – no charge

A resit is where the student undertakes the exam again and IS charged for the cost of the exam unless they have free School meals or pupil premium where there will be no charge.

9. Optional Activities outside of the College Day

The College will charge for optional, extra activities provided outside of the College day, for example, theatre visits. Such activities are not part of the National Curriculum nor Religious Studies nor are they part of an examination syllabus.

The College will apply costs to organisations and groups who wish to use our premises or/and our sports

facilities during the school day. There will be a two tiered rate:

- Commercial rate for external organisations in the wider community
- Non commercial not for profit rate for organisations such as sports for the West Devon community ran by OCRA.

See Appendix A for charges

10. Education during Part of the College Day

If a non-residential activity happens partly inside the College 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 College day. Conversely, if the larger proportion of time spent falls outside of the normal College day, charges will be made.

When such activities are arranged, parents will be told how the charges are calculated.

11. Residential

Charges will be made for board and lodging, except for students whose parents are in receipt of pupil premium (see paragraph below). Other charges will be made to cover costs when the trip is classified as taking place outside College time, i.e. the number of College sessions missed by the students totals half or more of the number of half-days taken up by the activity.

In such cases parents will be told how the charges are calculated.

12. Calculating Charges

When charges are made for any activity, whether during or outside of the College day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who are unable or unwilling to do so. Support for cases of hardship will come through voluntary contributions and fundraising. Students may also apply to the Trustees of the Tavistock College Endowment Fund for financial assistance.

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

13. Remissions

No child shall be excluded from an activity on financial grounds, however, if insufficient voluntary contributions are raised to fund a visit it will be cancelled.

Pupils in receipt of pupil premium are deemed eligible for remission. In addition pupils who are experiencing temporary hardship may apply to the Principal for support, who will then consider the level to which the charge may be reduced.