



Tibshelf Community School

Charging and Remissions Policy

POLICY STATUS	DATE	CHAIR OF COMMITTEE	MINUTE No
Approved by P&F	14/01/2015	B Chittenden	P&F/15/09
Approved by Full Governors	18/02/2015	Shaun Byrne	GB/15/11
Reviewed by PP&F	27/04/2016	Mick Allen	
Approved by PP+F	27/04/2016	Mick Allen	PP+F/05/04.16
Approved by Resources	24/01/2018	Mark Ratcliffe	SC/01.18-05
Approved by Resources	23/01/2019	M Ratcliffe	RC/01.19-05

Review Period: 1 Year



INTRODUCTION

Education during core school hours is provided free of charge by Tibshelf Community School. In determining the Charging and Remissions Policy the Governors have been mindful of this principle.

Voluntary Contributions

The Governing Body reserves the right to request voluntary contributions for the benefit of the school or any school activities.

No student will be excluded from an activity if Parents/Carers are unwilling or unable to pay. Tibshelf Community School will make this clear to Parents/Carers when requesting voluntary contributions. If insufficient voluntary contributions are raised to fund a visit or activity and the school is unable to fund it from any other source then it will be cancelled.

Reprographics

Charges for the services provided by the Reprographics Department will be made at a competitive rate for personal printing requests made by staff, students and external organisations.

Books/Equipment/Consumables

In most cases materials will be provided by school, but where items are produced as a result of art, product design or textiles a small charge may be levied for the cost of the materials used.

In Food Technology, parents will be asked to provide ingredients for lessons or make a nominal charge for any ingredients provided by school.

Revision Guides sold by school are supplementary to the curriculum and available to buy at the price purchased.

In the case of practical subjects no students will be disadvantaged.

Lettings charges for use of school buildings and grounds

Lettings charges are arranged and administered by Schools Lettings Solutions Ltd and are in line with direct consultation with this company.

Examinations

No charges may be made for entering students for public examinations in a public examination syllabus.

A charge will be made to Parents/Carers in the following circumstances :-

- Extra examination entries/re-sits without tuition – these will be charged to Parents/Carers where they have requested such entries
- Examinations not on the prescribed list
- Wasted exam entries – charged to Parents/Carers when the examination is wasted without an acceptable reason to school
- Re-marks requested by Parents/Carers – unless Tibshelf Community School determine otherwise

Damage/Loss of School Property

Where wilful damage/vandalism, neglect or loss of property relating to Tibshelf Community School is incurred, Parents/Carers will be charged 50% of the repair/replacement costs.

This will also apply to any resources/equipment on loan to the school from external agencies providing a service to the school or any damaged property belonging to a third party where the school has incurred a replacement or repair cost.

Instrumental/Vocal Music Tuition

The school may provide instrumental/vocal music tuition by bringing in external tutors within school hours at a charge to Parents/Carers. Charges may be made for tuition provided to individuals or groups of any size where the tuition is being made at the request of the student's Parent/Carer.

Charges may not exceed the cost of the provision and no charge will be made in respect of a pupil who is a 'Looked After Child' by a Local Authority.

Minibus Use

50p per mile for private user

35p per mile for school trips

These prices to be reviewed annually.

Where the school minibuses are booked for private hire use, vehicles must be returned at the end of the hire period with the fuel replenished to the same level as it was at the point of collection. This is in addition to the charges raised to the hirer for the mileage incurred during the hire period in line with unit price above.

Uniform

Prices as agreed and set by the Governing Body.

Failed Cheques

Where Parents/Carers have elected to make payment for activities by cheque and this subsequently is returned by the bank, the value of the cheque will be requested in cash from the drawer plus the relevant charge made by the bank to cover the 'failed cheque charge' and administration charge made by the bank.

Residential Visits in School Time

Parents/Carers are required to meet in full all board and lodging costs. Where a family is on low income or in receipt of state benefits they may write to the Director of Business and Resources requesting financial support from the school. In this instance each case will be judged on its merit and consideration made whether any assistance can be offered.

Trips/Activities outside of School Time

Parents/Carers are required to meet the cost in full.

All Trips/Activities

If a student does not behave to a reasonable standard whilst on a school trip/activity and he/she has to be sent home, Parents/Carers will be responsible for collecting their child or any expenses incurred as a result of this. The costs for any property damaged due to carelessness or misconduct of a student will be the responsibility of the Parent/Carer.

Surpluses

The school will ensure charges requested from Parents/Carers for trips, activities, residential visits are set appropriately to cover the anticipated costs. Any surpluses relating to each trip will be held in the Private School Enrichment Fund to support the cost of any whole school, year group activity or clearing small unplanned debts on activities.

Refunds

Where voluntary contributions/payments are made for school trips/visits/activities these will be **non-refundable**. This applies to deposits and subsequent payments.

The only exception to this is where cancelled places can legitimately be claimed under the school's Travel Insurance Policy or where an external Tour Provider cancels the trip and returns funds to the school.

If the school decides to remove a student from a trip/activity for whatever reason (including behaviour and attendance) there will not be any entitlement to a full refund.

School to School Support

Where support has been given to another school or where Tibshelf Community School has paid in full for provision of any kind on behalf of other establishments the school may re-charge this out to the relevant participants. Charges will be at the discretion of the Headteacher, Director of Business and Resources or the Governing Body and will be made in line with appropriate market rates.

Outstanding Debts

Students that have outstanding debts relating to non-curricular activities will not be permitted on any future trips until the debt is cleared.

Outstanding monies from Parents/Carers or any other external individuals or organisations will be pursued by Tibshelf Community School, including through the courts if necessary.

Remissions

Those families in receipt of one or more of the following may be offered assistance in paying for a trip if a written request is made by Parents/Carers or a longer period of payments instalments agreed to enable their child to access the activity :-

- Income support
- Income based jobseekers' allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child tax credit (providing they do not also receive Working Tax Credit and have an annual income assessed by the Inland Revenue that does not exceed £16,190)
- Guaranteed State Pension Credit
- Universal Credit

The Headteacher/Resources Committee may remit in full or part charges in respect of a student if it feels it is reasonable in the circumstances.