

SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Charging and Remissions Policy

Mission Statement: We deliver high quality teaching and learning in an environment that meets the needs of our students so that all achieve and enjoy.

Introduction

Shirley High School is committed to providing numerous opportunities for students to extend their learning beyond the classroom. Every student at Shirley School will be invited to attend additional activities and/or residential visits. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities. This policy has been formulated in accordance with the Academy's funding agreement with the Secretary of State which requires the Governing Body of the Academy Trust to determine the charging and remissions policies required to address sections 449-462 of the Education Act 1996. In line with the legislation we may ask for voluntary contributions for activities where compulsory charging is not permitted. Where voluntary contributions are insufficient to fund a given activity or visit, then it may be cancelled.

Charging Policy

Charging will be permitted for the following:

- The full costs of board and lodging on residential visits deemed to take place outside school time.
- The full costs of board and lodging of residential visits deemed to take place during school time. However pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs
- The full costs associated with individual or small group tuition in the playing of a musical instrument, whether in or out of school time, provided the teaching is not an essential part of either the National Curriculum or a public examination syllabus.
- The full costs of activities, extracurricular trips and visits which take place wholly or mainly outside of 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 related to the National Curriculum or to Religious Education.
- The full costs of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside school hours.
- The full costs of re-sits of prescribed public examinations where no further preparation has been provided by the school.
- The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student.
- The cost of ingredients or materials for practical subjects where the parents have indicated in advance a wish to own the finished product.
- The costs (full or partial at the School's discretion) of breakages and replacements as a result of damages caused willfully or negligently by students. This includes replacing the costs of any books or equipment provided by the school.
- The School will charge an administrative fee for certification of passports, confirmation of examination results, photocopying etc.

Remissions Policy

Parents who can prove they are in receipt of the following benefits:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;

- An income related employment and support allowance that was introduced on 27 October 2008.
- Financially supported by NASS (National Asylum Support Service)

will be exempt from paying:

1. The full cost of board and lodging on residential visits in School time.
2. The full cost of board and lodging on residential visits outside School time which are covered by the following criteria. The education is provided :
 - To fulfil any requirements specified in the syllabus for a prescribed public examination. Specifically to fulfil statutory duties relating to the National Curriculum imposed by Section 10 (ii) of the 1988 Act.
 - Specifically to fulfil statutory duties relating to Religious Education imposed by 10 (i)b.

Note:

1) In calculating the cost of optional extras an amount may be included in relation to:

- *any materials, books, instruments, or equipment provided in connection with the optional extra;*
- *the cost of buildings and accommodation;*
- *non-teaching staff;*
- *teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and*
- *the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.*

2) Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for students.