



CHARGING AND REMISSIONS POLICY

This policy is within the terms of the Education Act 1996 and the School Admissions Code 2012. The School recognises the value that participation in a wide range of additional activities, including trips and enrichment activities, makes towards pupils' education. In some cases the School may decide to use Pupil Premium to support the participation of eligible pupils in chargeable activities.

Education provided in school time is free of charge. The school hours of St Edmund's are 8.20 hrs to 12.45 hrs (Monday to Friday), and 13.25 hrs to 14.50 hrs (Monday to Friday). Lunchtime does not form part of school hours. Any activity of which more than half takes place in school time is defined as taking place wholly in school time. Similar rules apply to residential activities.

All activities taking place during school time, except music lessons (which are exempted and therefore chargeable), will be provided free of charge. In line with the Charges for Music Tuition (England) Regulations 2007 charges are made for vocal or instrumental tuition provided either individually or to groups of any size at the request of the pupil's parent. Vocal and instrumental tuition provided to pupils in Key Stage 4 studying Music GCSE, where this forms part of the syllabus, is free of charge. Textbooks and other equipment will be provided from school resources, but in some subjects additional revision guides are available; if parents wish their daughter to have her own personal copy a charge is made. Parents remain responsible for providing school uniform and suitable clothing for particular activities, e.g. Physical Education.

Opportunities may be available during the school year for pupils to participate in optional activities which do not form part of the school curriculum, e.g. overseas visits. Parents will be required to pay the full cost of provision of these activities. Following completion of the activity when all the costs have been paid, if there is a balance equating to £10 or more per participant left in the activity account, refunds will be made to parents. Balances below this amount will be used to support curriculum activities.

Some activities which broaden the curriculum and make it more interesting for pupils are expensive, e.g. theatre visits and some activities during Activities Week in Term 6. The School does not have funds available to cover the costs of such optional extras and voluntary contributions are requested. No pupil will be denied the chance of undertaking these activities regardless of any contribution made, but if voluntary contributions do not meet the full costs, the activity may not go ahead.

Residential field trips may take place in connection with some curriculum courses, e.g. Geography. No charge will be made for the tuition on these courses or for the cost of travel to and from the centres. However, a charge will be made for board and lodging during a residential course and a voluntary contribution towards the cost of the activity may be invited. Parents who are in receipt of Income Support, Income Based Jobseekers Allowance, Income Related Employment and Support Allowance, 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 gross annual income does not exceed £16,190), the guarantee element of State Pension Credit or Universal Credit in prescribed circumstances when fully rolled out will be exempt from paying the cost of board and lodging.

The school will make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the materials/ingredients are provided by the school and the finished product is taken home or consumed.

Examination entry fees for courses which are delivered during school time are free of charge. If, however, a pupils fails, without good reason, to meet any examination requirement the examination entry fee will be recovered from the pupil's parents/carers.

From time to time, activities may be offered to pupils outside school time. If these activities form part of the National Curriculum, or a recognised examination course, they will be free of charge but voluntary contributions may again be invited. If the activity is outside the National or Examination Curriculum, it is defined as an optional extra and a charge will be made to cover the actual costs incurred. Participation in these activities will be on the basis of parental choice and a willingness to meet the charges levied.

The school does not currently charge for most extra curricular activities provided outside normal school hours where these are provided as part of the enrichment programme, although a charge is made for the costs of materials/ingredients provided by the school in some practical activities where the finished product is taken home or consumed.

A non-refundable one-off charge is made when pupils start at the school if they wish to have use of a locker during their time in school. Pupils should provide a padlock to secure their belongings in the locker.

In all cases where charges or voluntary contributions are requested, parents will be advised in advance and money collected prior to the activity taking place.

The school will charge all hirers of the school's premises out of school hours in accordance with the lettings policy. The scale of the charges is reviewed on a regular basis by the Resources Committee.

The Governors wish to use the funds available to them in the most effective way for all pupils. They will therefore seek to recover costs from parents whose children fail to attend an examination for which a fee has been paid, who cause wilful or negligent damage to school property, or who misuse or lose school materials or books. Unpaid charges legally recoverable will be recouped, together with resultant costs, as a civil debt.