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‘EXCELLENCE TOGETHER’



Wyvern St Edmund's
Learning Campus

Charging & Remissions Policy

Contents:

1. Our Vision	3
2. Introduction	3
3. Scope	3
4. Aims.....	3
5. Charges	4
6. Voluntary Contributions.....	5
7. Work Experience.....	5
8. Remission of Charges.....	5

1. Our Vision

At Wyvern St Edmund's, our aim is that every student becomes the best version of themselves that they can be. Every policy and procedure has our students' best interests at heart and is mindful of staff workload and wellbeing.

Our vision is enacted by way of every member of staff, whatever their role, working to safeguard the wellbeing of our students and to maximise their progress. Of equal importance for us is their personal growth, self-discipline and the self-discovery of their passions and God-given talents. Every member of our school is treated with dignity and respect and is shown care and consideration. The Christian values of love and compassion inspire our commitment to the promotion of 'life in all its fullness' and are at the heart of all decisions that we make.

2. Introduction

This policy statement has been drawn up in accordance with the requirement of Section 110 of the Education Reform Act 1988. The Education Act of 1996 (Sections 449-462) sets out the law on charging for school activities.

More detailed information can be found in the Department for Education document: [Charging for School Activities \(May 2018\)](#)

3. Scope

In this policy statement:

- '1988 Act' means the Education Reform Act 1988.
- 'Prescribed public examination' means any examination which is specified in Regulations made by the Secretary of State for Education and Science under the 1988 Act.
- 'Outside school hours' means those times treated as outside school hours following the application of the calculations contained in Section 107 of the Education Reform Act 1988.
- 'Statutory duties relating to the National Curriculum' are those imposed by Section 10 (2) of the Education Reform Act 1988.
- 'Statutory duties relating to religious education' are those imposed by Section 10 (1)(b) of the Education Reform Act 1988.
- The school hours of Wyvern St Edmund's are 8.20am to 12.45pm and 1:25pm to 2:50pm Monday to Friday. Any activity of which more than half takes place in school time is defined as taking place wholly in school time.

4. Aims

Wyvern St Edmund's recognises the value that participation in a wide range of additional activities, including trips and enrichment activities, makes towards pupils' education.

All activities taking place during school time, except music lessons (which are exempt and therefore chargeable), will be provided free of charge.

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.

Some activities which broaden the curriculum and make it more interesting for pupils are expensive. 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.

In some cases the School may decide to use Pupil Premium to support the participation of eligible pupils in chargeable activities.

Textbooks and other equipment will be provided from school resources. Parents remain responsible for providing school uniform and suitable clothing for particular activities, e.g. Physical Education.

The School wish to use the funds available to them in the most effective way for all pupils.

5. Charges

The school reserves the right to make a charge in the following circumstances:

- Music or vocal tuition, in line with the Charges for Music Tuition (England) Regulations 2007, for individuals and/or groups (provided at the request of parents) which takes place in or out of school hours and which is not provided as part of the syllabus for a prescribed public examination, or to fulfil the requirements of the Curriculum. 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.
- Activities which take place outside school hours, 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 Curriculum or to Religious Education. Parents will be required to pay the full cost of these optional activities. Following completion of the activity when all 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.
- Transport to activities outside of school which are not part of the national curriculum.
- 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 to cost of the activity may be invited.
- Examination fees for entering students for public examinations which are not prescribed in Regulations made under the 1988 Act.
- Examination fees for entering students for prescribed public examinations in a syllabus other than that for which they have been prepared at the school. Examination entry fees for courses which are delivered during school time are free of charge. If, however, a pupil fails, without good reason, to meet any examination requirement the examination entry fee will be recovered from the pupil's parents/carers.
- The school will seek to recover costs from parents/carers whose children fail to attend an examination for which a fee has been paid.
- Preparing students for non-prescribed public examinations where the preparation takes place outside school hours.
- Entering students for re-sits of prescribed public examinations where no further preparation has been provided by the education establishment.
- Charging in Kind: For the cost of materials, ingredients, equipment 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. This will apply in particular to Food Technology/Textiles, Design Technology, Construction, Art/Ceramics and Photography but may in special circumstances apply to other subjects.

- Breakages or damage to School or Third Party premises and equipment will be recovered from parents/carers e.g. wilful or negligent damage to school property, or who misuse or lose school materials or books. Lost books will be charged at the full replacement cost. Unpaid charges legally recoverable will be recouped, together with resultant costs, as a civil debt.
- Lockers: 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.
- Where transport is provided, beyond any statutory obligations on the part of the school, to take students to and from school during normal school hours.
- Any materials, books, instruments, or equipment, where the student's parent wishes him/her to own them. In some subjects additional revision guides are available; if parents wish their child to have their own personal copy a charge is made.
- 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.

6. Voluntary Contributions

From time to time, activities may be offered to pupils to participate in optional activities inside or outside of 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 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.

- There will be no obligation to contribute. If sufficient contributions in order to cover the required costs are received all students will take part in the specified activity. If sufficient contributions are not received then the activity will not be able to run.
- Students will not be treated differently if parents do not contribute.
- 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.
- If costs cannot be met by contributions (with any approved subsidy/remissions costs) the activity will be cancelled.

7. Work Experience

In accordance with the Education Reform Act 1988, the Trust Board expects that the travel costs from home to place of work are met by parents when students are on work experience placements.

8. Remission of Charges

Remission of any charges levied by the School will normally be granted (except in the case of the finished products of practical lessons) where parents or guardians are able to prove that they are in receipt of;

- Universal credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Income support

- Income Based Job Seekers Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's income (assessed by HMRC) does not exceed £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- The guarantee element of Pension Credit
- Income related employment and support allowance

The School may subsidise an activity where a hardship case is made by an individual parent. Such subsidy will be made at the Headteacher's discretion only when appropriate to an essential activity in the national curriculum and the students' progress.

The School may subsidise an activity or support a family that is subject to pupil premium at the Headteacher's discretion. The Headteacher will agree a learning and teaching plan to support this group in line with the national curriculum, student need and student progress.