



CHARGING AND REMISSION POLICY

The school wishes to provide for all pupils the best possible educational opportunities available within its allocated budget. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to upholding the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent in whole or in part on financial contributions from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Cirencester Kingshill School has decided that until further notice its policy will be as follows:

1. Bursaries

Children whose parents are in receipt of any of the following financial support will be entitled a bursary in respect of the visits/activities covered under sections 2, 3, 5 and 6, below.

- Free School Meals
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

The bursary available will be for 25% of the cost of the visit/activity. Application for a bursary should be made to the Headteacher.

2. Day visits

For visits occurring during school time the school will invite a voluntary contribution from parents to meet costs. Under the 1988 Education Reform Act there is no limit to the level of voluntary contribution which parents or others can make to school activities. Normally a request for a voluntary contribution will be for a specified amount, sufficient, if all participants pay, to cover the costs of the visit.

For visits outside school time parents will be charged for all allowable costs, including

- The pupil's travel and subsistence costs;
- Materials, books, instruments and other equipment;
- Non-teaching staff;
- Costs of teaching staff where separately engaged under a contract for services for the visit or activity;
- Entrance fees to museums, castles, theatres, etc.;
- Insurance costs.

3. **Residential visits during school time**

The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings. Parents will be charged for the full cost of children's board and lodging.

4. **Residential visits outside school time**

N.B. A visit is deemed to be outside school time if the number of half days spent on the visit exceeds the number of half days a pupil would have spent in school.

Parents will be charged for the full cost of the visit, including all allowable costs (as above) and board and lodging.

An example might be a foreign visit. Charges would have to be made to recover the costs of:

- a) A pupil's travel, e.g. coach and ferry.
- b) A pupil's board and lodgings.
- c) Any materials, books, instruments or equipment provided specifically for this visit.
- d) Non-teaching staff, e.g. the hire of a ski instructor, etc.
- e) Entrance fees for museums, castles, places of interest, etc.
- f) Insurance.
- g) Staff engaged specifically for the purpose of providing the activity. Normally this will be to recover their expenses for travel, board and lodgings.

5. **Any visit required as part of the National Curriculum, or forming part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for Religious Education.**

As for 3 above.

6. **Instrumental music lessons**

A charge is made for these lessons.

7. **Classroom Materials**

No charge will be made for materials or equipment. However for certain practical activities (Technology, Cookery, etc.) parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product, school reserves the right to charge the cost or require the supply of the necessary materials.

8. **Examination Fees**

- (a) The school will pay the entry fee for all prescribed examinations except :
- (i) Where the Governors consider that there are educational reasons for the pupil not to be entered for an examination and the pupil has only been entered in response to a specific request in writing from the parent.
 - (ii) Where the school has not prepared the pupil for the particular examination.
 - (iii) Where a parent has refused to sign the commitment to ensure that all coursework requirements are met and that in cases of non-attendance at the examination they will pay the fee.
- (b) If a pupil (with parental agreement) is entered for a non-prescribed examination, then parents may be charged for the entry fee together with any associated charges.

The school will consider waiving the requirement to pay any examination entry fees where there is clear evidence of severe family hardship.

- (c) The school reserves the right to recover from parents the costs of examination entry fee(s), should the pupil fail to complete the required coursework or sit the final examination(s).

Prescribed examinations

These are the examinations specially recognised by the Secretary of State for Education. They include :

General Certificate of Secondary Education (GCSE).
General Certificate of Education Advanced Level (A Levels).
General Certificate of Education Advanced Supplementary Level (AS Level).

Examinations for qualifications offered by the following bodies:

Business and Technician Education Council (BTEC).
City and Guilds of London Institute (CGLI).
Royal Society of Arts (RSA).
Pitmans Examinations Institute.
Institute of Linguists Educational Trust.
Certificate of Pre-Vocational Education.
BTEC and City and Guilds Foundation Programmes.
International Baccalaureate.

9. **Breakages and Fines**

The school reserves the right to make charges to parents for the cost of breakages or damage caused to the school building as a result of their child's misbehaviour. Similarly, a charge may be made for the replacement of defaced, damaged or lost textbooks, equipment or materials.

Reviewed by C Minett September 2011 (Date)

Adopted by Governors _____ (Date)

Review date May 2012