



Charging and Remissions Policy

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Introduction

We want all our students to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions, and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Charging and remissions policy		
1	Admissions	No charge will be made for admission.
2	School meals	No charge will be made for students entitled to free school meals for Breakfast and Lunch. students entitled to free school meals will be charged for items requested outside of their daily allowance.
		<i>We will charge all students not entitled to free school meals an amount determined by the local authority, contractor or governing body of the school, as appropriate. Currently the amount is £3.00 for a main course and dessert.</i>
		We will charge all staff members who do not eat in the Bay Leaf Restaurant with students an amount determined by the school, as appropriate. Currently the amount is £3.60 for a main course and dessert including VAT.
3	Public examinations	No charge will be made for the entry fee if the examination is on the set list and the student has been prepared at the school.
		No charge will be made for the entry fee if the examination is on the set list as a Community Language and the student has not been prepared at the school.
		<i>We may charge parents the examination fee if a student fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This will be decided by the Head Teacher.</i>

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		<p>We may charge parents the examination fee where students are entered or re-entered for exams against the advice of teachers or where students re-enter an exam for personal reasons (such as to obtain a higher grade).</p> <p>The charge will be that of the actual exam cost and a non-refundable admin fee of £15 per entry (to be reviewed annually by Governors). If the student passes or obtains a higher grade (in the instance of a re-entry), only the cost of the exam will be refunded.</p> <p>Where a public-exam remark is requested against the advice of the school and the school is prepared to apply for the remark.</p>
4	Activities for students that take place during school hours ('school hours' are those when school is actually in session and do not include the break in the middle of the school day)	No charge will be made for activities provided during school hours.
		No charge will be made for transport during school hours e.g. for PE activities.
5	Activities for students that take place outside school hours (non-residential)	<p>No charge will be made for an activity that takes place outside school hours when it is:</p> <ol style="list-style-type: none"> a. a necessary part of the curriculum, b. part of a syllabus for a prescribed public examination that the student is being prepared for at the school, c. part of the school's basic curriculum for religious education.
		<p>Optional extras: We may charge for some other activities that take place outside school hours. The Head Teacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Head Teacher and the finance committee.</p> <p>When we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other students by paying more than an amount equal to the total cost of the activity divided by the number of students participating.</p> <p>Costs we can legally recover are as follows:</p> <ol style="list-style-type: none"> a. any materials, books, instruments or equipment provided in connection with the optional extra, b. transport to an activity outside school hours.

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6	Activities that take place partly during school hours either on or off site (non-residential).	Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4.
		If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, <i>and will apply the same criteria to charging as set out in section 5.</i>
7	Residentials	Residentials are classified as being within school hours if the number of school sessions missed by the students is at least 50% of the number of half days spent on the trip.
		Board and lodging: <i>We will charge students an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours EXCEPT where students are legally entitled to remission. In such cases no charge will be made for board and lodging.</i>
		Travel If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although a voluntary contribution may be sought. <i>Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per student other than those entitled to remissions, but no paying student will be required to subsidise the cost of non-paying students.</i>
8	Music tuition within school hours	No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the student (including resources such as instrument hire, music books etc.).
		No charge will be made for instrumental and vocal tuition within school hours for children in care (including resources such as instrument hire, music books etc.).
		No charge will be made for instrumental tuition within school hours for students in Year 7 who have not received music tuition in the previous two years. All pupils receive this in the Autumn term, those that show a commitment will continue for the year.
		No charge will be made for instrumental tuition within school hours for students in Year 8 to 11 who are entitled to student premium and show a commitment and desire to continue learning an instrument at the end of Year 7. This will be decided by the Head of Music on an individual basis.

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		<i>Enfield Music Service will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of students. Charges will be determined by the Enfield Music Service and may vary depending on size of group, length of lesson and type of instrument. Currently parents need to contact EMS to organise lessons.</i>
9	Damage to property and breakages	<i>We may seek to recover some or all of the costs incurred due to wilful damage or breakage and loss of school property. This will be determined by the Head Teacher.</i>
		<i>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Head Teacher.</i>
10	Equipment	<i>Will charge for materials or ingredients that are required for areas of the curriculum such as Art, Craft, Design, Technology and Food Technology. It is expected that they will normally be provided or paid for by the parents when it is anticipated that the materials and ingredients will be used to make an end product to be taken home or used or consumed by the student at school. Where ingredients or materials are not provided and parents have indicated in advance that they or the student wish to own the finished product, a charge may be made.</i>
11	Extra-curricular	<i>Can permit outside agencies to charge for an activity inside school time and where parents/carers want their child to participate.</i>
		<i>May charge for extra-curricular activities outside school hours.</i>
10	Remissions and concessions	<i>We may choose to subsidise, in full or part, charges for certain activities and students, as determined by the Governing Body, advised by the Head Teacher. The circumstances in which concessions are applied will be reviewed regularly.</i>
11	Voluntary contributions	<i>We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.</i>
		<i>When we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No student will be excluded from the activity if their parents do not contribute.</i>
		<i>If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled</i>

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		due to insufficient funds, all monies received will be returned to parents.
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