



## CHARGING AND REMISSIONS POLICY

### Introduction

The purpose of the policy is to ensure that there is clarity over those items which Tor Bridge High will provide free of charge and for those items where there may be a charge. The policy has been informed by the Local Authority policy and the DfE guidance.

### Definition

The school day is defined as those contained in the student and staff planners at the start of each academic year.

### Policy Statement

During the school day all activities that are a necessary part of the curriculum plus religious education will be provided free of charge, excluding the cost of materials, ingredients, equipment (or the provision of them by parents/carers). The Governing Body will charge for ingredients and materials or require them to be provided if the parents/carers have indicated in advance that they wish to own the finished product.

Tor Bridge High will pay all fees associated with the preparation for and sitting of external examinations for all learners on roll at the time that the examination is undertaken, on the understanding that this is the student's first attempt at the particular examination.

Tor Bridge High may charge all learners (or their parents/carers) the current fee for:

- Any re-sit or retake of any module or final examination at Post 16 with a discretion to charge at Key Stage 4.
- Any examination for which they have not been prepared by the Academy. It should be noted, however, that Tor Bridge High, as an appointed Examination Centre, is under no obligation to enter learners (whether internal or private), where they have not been prepared for a public examination by the Academy itself.
- Any examination for which they are entered and for which the Academy has paid or is liable to pay when the particular student has, for no legitimate reason, failed to attend.
- Any private/external learners who undertake external examinations at Tor Bridge High will be charged all current fees, together with an administration charge. The current fees for all examinations and administration charges are available from the Academy on request.

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. fieldwork trips, visiting speakers. In these circumstances, no student will be prevented from participating because his/her parent/carer cannot or will not make a

contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities).

### **Optional Activities Outside of the school day**

The Academy reserves the right to request full payment for optional, extra activities provided outside of the school day, for example theatre or sport based visits. Such activities are not part of the curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents/carers in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

### **Education Partly During the School Day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents/carers will be told how the charges are to be calculated.

### **Residential Activities**

Charges will be made for board and lodging.

Other charges will be made to cover costs when the number of school sessions missed by the learners totals half or more of the number of half-days taken up by the activity. In such cases, parents/carers will be told how the charges were calculated.

### **Minibus (TBH specific)**

Travel in the school minibus is free for the Post 16 consortium learners but a discretionary charge may apply to other users. Charges will be made to cover only actual costs incurred, divided by the total number of learners participating. There will be no levy on those who can pay to support those who can't or won't.

Tor Bridge High reserve the right to make a charge for external hire as applicable.

### **Music Tuition**

Charges made for teaching individual learners or small groups to play a musical instrument are discretionary and reviewed annually. Unless the teaching is an essential part of either the curriculum or public examination syllabus being followed by student(s), we will make a charge.

The Governors will consider, in their absolute discretion, the remission of fees (either in full or in part) for those learners who they consider will benefit from such tuition.

### **Work Experience**

No charge will be made in relation to work experience provisions for students in year 10.

### **ParentPay**

When students complete their education with the Academy any positive balances left in the ParentPay account will be transferred to a sibling's account if any exist. If none exist

refunds will be automatically paid to parents/carers for any amount over £10. Any amounts under £10 will only be refunded upon request.

### **Damage to property, building or resources**

The Academy will make a charge to parents/carers in all instances where a student has deliberately damaged property, buildings or resources belonging to the Academy.

Costs of repair or replacement will be sought and the parent/carer informed by the student's School Office. An invoice will then be raised for the full amount and posted home. This invoice will become due for payment by the parent/carer in line with our 30 day payment terms. If there are any circumstances which means payment within these timelines are not achievable it is the parent/carer's responsibility to make contact with the Academy to agree a repayment plan.

### **General**

Tor Bridge High may, from time to time, amend the categories of activity for which a charge may be made. No elements of this policy precludes the Academy from inviting parents to make a voluntary contribution towards the cost of providing education for young people. Parents/carers who may be eligible for support are those who are in receipt of benefits (see overleaf). In addition we have a subsidised payment policy which gives scope for those learners who attract Pupil Premium funding to take advantage of a capped payment towards visits/activities. This is discretionary and is judged on a case by case basis.

The principles of best value will be applied when planning activities that incur costs to the School and/or charges to parents/carers.

### **Eligible Benefits as at November 2017**

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Review, that does not exceed the specified amount of £16105 in 2016)
- Learners in receipt of Income Support in their own right.
- Guarantee element of State Pension Credit
- An income related employment and support allowance
- Working Tax Credit 'Run-ON' – where the claimant has stopped working, or their hours have dropped below 16 per week and their Working Tax Credit has ended. This will grant a 4-week entitlement.

***NB – The above are all subject to Government policy changes***

Owner(s)	Director of Finance
Date	December 2017
Review Date	December 2019