

# Whitecross Hereford: High School & Specialist Sports College

Policy: Charging and Remissions (*Ref: SF/002*)

Reviewed by: Staff and Finance Committee

Reviewed on: Monday 6 March 2016

Approved by Full Board: 21 March 2016

We believe in the highest quality of provision for our students and allocate resources appropriately and within guidelines to ensure good value for money is achieved.

This policy is formulated under the regulations of the Education Act 1996 and in accordance with Paragraph 33 (sections 450–457) of the Academy Trust Funding Agreement.

## School Trips

Where these fall mainly or wholly within school hours and form an **essential** part of the curriculum, the trip will be provided **free of charge**.

Parents may be asked to make a small contribution towards transport costs. The contribution will be genuinely voluntary and students of parents who are unable or unwilling to contribute will not be discriminated against.

If the trip involves a residential element, a charge may be levied to cover the cost of food and accommodation.

The school will remit all charges for students in receipt of free school meal (FSM) benefits as defined by government guidelines and assessed by the local council.

For **recreational visits** or **educational trips abroad**, a charge will be levied to recover costs such as fuel, transport, subsistence, entrance fees. The school will advise parents if payment for the trip includes 'non-refundable deposits'.

Where a student's behaviour, prior to a trip, gives cause for concern, the Headteacher has the authority to prevent the student's attendance. Any monies paid to the date of that decision may not be refunded. Parents will have the right of appeal but the Headteacher's decision will be final.

The Headteacher will authorise all trips by signing off a 'Trip Proposal Form'.

## Revision Guides

The school will remit the cost of revision guides for students in receipt of FSM benefits.

## Instrumental Music Tuition

The school supports the work of Encore!, the Herefordshire Music Service. Parents are able to secure instrumental/vocal tuition for their child(ren) during the school day with accredited teachers but they will deal directly with the peripatetic teacher regarding payment of tuition fees.

The school will remit the full fee (for one discipline only) for any student either in receipt of FSM benefits or in the 'looked after' system. Eligibility will be checked each term.

For students opting to take up BTEC music in Year 10, the school will remit half of the cost of lessons (for one discipline only). If a student opts to 'share' a lesson, then they will in effect benefit from free tuition.

Where a student benefiting from this remission, continually misses a lesson (i.e. 3 times in any agreed session) without due cause, the school will reserve the right to cancel the lessons with immediate effect and seek any 'settlement' fee from the parents.

### **Finished Work**

Parents are required to indicate in advance if they wish to purchase a finished product made by a student in school. The charge will cover the cost of materials or ingredients involved.

### **Public Examinations**

No charges are made for students entered into public examinations as part of the normal curriculum.

However if there are queries regarding the examination result, the Internal Appeals Policy states:

*If a student is unhappy with their final results there are procedures in place to have their examination papers re-marked or re-checked. The school will often support or initiate such enquiries. The candidate's parent/guardian can also request that individual examination papers are re-marked or re-checked. If this request is not supported by the school the parent/guardian will be responsible for the cost of this service according to the charges applied by the relevant examination board.*

### **Damage / Loss**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair.

### **Pupil Premium Funding**

Whilst in receipt of Pupil Premium funding the school will support those students currently in receipt of FSM benefits, children of Services Families and those students in the Looked After System by offering financial support for school uniform, special equipment, trips and events. Full details of the level of remission can be found in the Whitecross Financial Support for Parents statement (Jan 16).

### **Other Subsidies – The Whitecross Bursary**

The school is always sympathetic to cases of need and the Headteacher has the discretion to remit fees, charges and other school costs, in addition to the above, to students of families encountering particular hardship.

The Whitecross Bursary is available to parents of any student to make a case for financial support due to exceptional personal circumstances. .

The Whitecross Hereford PTFA will be approached to supplement the bursary fund via any fund raising activity.