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# St Olave's Grammar School

## CHARGING AND REMISSIONS POLICY

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Sections 449-462 of The Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance has been written to provide at-a-glance information and complements the information given in "The Governors' Guide to the Law" (Chapter 24). This guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. This guide also reflects the conditions imposed on admissions authorities in paragraph 1.9(n) in the revised School Admissions Code (in force from 01/02/12)

### **The Governors of St. Olave's may make charges**

- for board and lodging where a school activity involves pupils in nights away from home, not exceeding the actual cost for the individual pupil;
- for costs associated with individual tuition in the playing of a musical instrument;
- for activities which take place wholly or mainly outside school hours (those hours when the school is actually in session, i.e. 8.40 am to 3.30 pm during term-time) but which are not provided as part of the syllabus for a prescribed public examination and are not required to fulfil statutory duties relating to the National Curriculum or to religious education;
- for the cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours;
- for resits of prescribed public examinations; (Please see Sixth Form Exams Policy.)
- for any costs incurred should a parent ask for examination results to be re-scrutinised;
- for the recovery of wasted public examination fees if a pupil fails without good reason to complete the examination requirements;
- examination fees when a student's attendance has fallen below 90% average without good reason;
- for transport not provided by the LA or school to travel direct from home (and vice versa) to an activity sanctioned, though not provided, by the LA or the school;
- for any materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product;
- in some circumstances for textbooks, particularly in the Sixth Form, where these support students benefitting from their own personal copies.

### **The Governors may also require parents to pay**

- for repairs to school buildings, furniture or property necessitated by a pupil's behaviour;
- for textbooks, etc., lost, defaced or otherwise damaged while in a pupil's keeping;
- Library fines.

**The Governing Body will remit** board and lodging charges in certain circumstances. Where a school activity requires pupils to spend nights away from home the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents are receiving: Universal Credit in prescribed circumstances; Income Support; Income Based Jobseekers 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 Revenue that does not exceed £16,190 and an income related employment and support allowance that was introduced on 27 October 2008.

Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. All parents have the right to claim free board and lodging if they are receiving these benefits.

The **Headmaster's Discretionary Fund** which, at the discretion of the Headmaster,

- may remit all or some of the board and lodging charges to pupils whose parents are in difficult circumstances;
- may contribute financially to offset the cost of activities offered wholly or mainly during normal teaching time;
- may subsidise or meet the full cost of the provision of "optional extras";

**For School Journeys Visits & Activities: -**

**Voluntary Contributions** – The Governing Body may ask parents for voluntary contributions towards the cost of trips and activities, equipment and school funds generally. Children of parents who are unable or unwilling to contribute will not be discriminated against. However, if insufficient voluntary contributions are received to cover a trip or activity the school may cancel it.

**Surplus** - A surplus of less than £10.00 per child (Ten Pounds) is not refundable. The retained surplus remains in the School Voluntary Fund for the benefit of the whole school and to cover any administration costs, as well as providing a contingency against potential unanticipated costs which might arise on other trips. A surplus of £20.00 (Twenty Pounds) or more is always offered as a refund. A surplus of between £10.00 (Ten Pounds) and £20.00 (Twenty Pounds) will be offered as a refund if it equates to 10% or more than the cost of the trip. (Please see School Journey / Educational Visits & Activities Policy.)