



Policy Title:	Charging & Remissions Policy
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Member of Staff Responsible:	HR & Finance Manager
Governors' Area Responsible:	Full Governing Body
Status:	Statutory
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Cycle of Review:	Two years
Date for next review:	Apr 22

Change Record		
Version	Date	Description
1.1	FGB (F&P) 14 Apr 16	Changes to Definitions & Charging Policy sections
1.2	Apr 2018	Finance and Premises wording removed.
1.3	Nov	Section 14 – Remove Executive Headteacher and Head of School and Insert Headteacher.
1.4		

“Settle College promotes the safeguarding and welfare of children in its care; all policies support the “Child Protection Policy””



CHARGING AND REMISSIONS POLICY

Purpose

The purpose of this policy is to ensure that, during the College day, all students have full and free access to a broad and balanced curriculum, which ensures equality of opportunity to all students.

Definitions

Term	Definition
School hours	Monday to Friday 8.40am – 12:25pm & 1:10pm – 3.20pm (2020 Changes due to Covid 19) An activity is deemed to take place during school hours if 50% or more of the activity, including travelling, but excluding midday break, takes place within school hours. If more than 50% is deemed to be outside of school hours then a charge may be included for 'optional extras'. The College can ask for a voluntary contribution towards the cost of an activity that takes place during College hours. No student will be prevented from participating because his/her parents cannot or will not make a contribution.
Required educational activity	An activity which takes place: <ul style="list-style-type: none">• To fulfil statutory duties relating to the National Curriculum and/or the requirements of a prescribed public examination• And/or to fulfil statutory requirement in relation to Religious Education• And/or to meet the requirements of prescribed public examination (delete)
Optional Extras	Any activity, which is not a required educational activity. The College can charge for 'optional extras' that are not part of the syllabus for an examination, the National Curriculum or part of statutory Religious Education. Charges can include - travel, board and lodging, materials, books and other equipment, non-teaching staff costs, instructional staff costs, insurance costs, supply cover costs for teaching staff.
Residential Activity	Visits that require one or more nights away from home. A charge may be made for boarding and lodging.

Charging Policy

1. **Required Educational Visits**- There will be no charge for any required educational activity.
2. **Materials, Books and Equipment**- These are provided free of charge if used for education during College hours. Students of school age may be given the option to purchase additional revision materials at cost. Students above compulsory school age (post 16 students) may be asked to purchase textbooks, revision guides at a price not greater than the cost. At the end of the course students will have the option of selling back to the department books that are in good condition.
3. **Clothing**- parents are expected to provide College uniform.
4. **Practical work materials**- charges may be made for materials used in practical work e.g. Catering ingredients – parents will be given the option to



- make either an annual or twice yearly payment for such items at a discounted rate.
5. **Optional activities outside the College day-** The College may charge for optional activities provided outside the College day.
 6. **Non-Residential Trips-** There will be no charge for non-residential trips, which take place wholly, or mainly in College hours which are an essential part of the curriculum. However the College will request voluntary contributions for such trips with the proviso that if insufficient voluntary contributions are made the trip may not take place. Charges will be made for non-residential trips if they are more than 50% of the time (including travelling time) outside College hours.
 7. **Residential trips-** There will be a charge to cover the cost of boarding and lodging, which take place both within and outside College hours. There will be an additional charge for residential trips outside College hours.
 8. **Instrumental Tuition-** Charges will be made for individual instrumental tuition given in or out of College hours except when such tuition is a required educational activity (Education and Inspections Act 2006).
 9. **Public Examinations:**
 - a) The College will meet the cost of one entry in each individual subject for which the student has been prepared by the College.
 - b) Parents/Carers will be required to meet the costs of entry for public examinations for any subject in which a student has not been prepared by the College.
 - c) Parents /Carers will be required to meet the cost of entry for an examination if a student fails, without good reason, to complete the examination requirements (including non-completion of coursework).
 - d) Parents/Carers will be required to meet the cost of entry for an examination if a student fails, without good reason, to turn up for the examination.
 - e) Parents/Carers will be required to meet the cost of entry for an examination if a parent requests for a student to be entered for a different tier of entry than that advised by the teacher.
 - f) Parents/Carers will be required to meet the cost of entry for re-sit examinations for post 16 students. The only exception to this would be re-sits of GCSE English and Maths if the post 16 student did not achieve a Grade C or higher in either subject at the end of Y11, and the College would meet this additional cost.
 10. **Optional Extras outside of College hours-** there will be a charge for the following:
 - A student's travel costs and costs of the activity i.e. entrance fees
 - a) A student's board and lodgings
 - b) Materials, books and other equipment other than those normally provided for use in College
 - c) Non-teaching staff costs
 - d) Teaching staff costs when a teacher has been engaged specifically for the purpose of providing the activity
 - e) The cost of supply cover for any teachers supervising the activity
 - f) Charges, at the Governors' discretion, may be made to cover any other costs incurred.
 11. **Breakages** – Parents/Students will be asked to meet the costs of breakages, damage or loss resulting for a student's behaviour or negligence.
 12. **Representative Activities-** There may be a charge when a student represents the College in an organised activity.
 13. **Lettings-** The College will make its facilities available to outside users at a charge. The charges will be determined annually by the Finance Committee.



14. **Other charges** – The Headteacher, or Governing Body may levy charges for miscellaneous services up to the cost of providing such services i.e. for copying an additional copy of a student's report, copy of an Ofsted report and requests for information under the Freedom of Information Act. For additional administration work, charges may include the cost of copying plus £25 per hour or part thereof for administration time.
15. **Insurance** – The College holds all the required public liability insurance to cover students' safety in school and on specific trips. Students' personal belongings are not covered by such insurance and parents/carers are encouraged to check that they are covered on household insurance. **Uniform, sports kit, musical instruments, mobile phones, other electronic devices and personal possessions are not covered by the College's insurance.**

Remissions Policy

Section 200 of the Education Act 2002 requires that students whose parents/carers are in receipt of the following payments are entitled to free school lunch entitlement and the remission charges for board and lodgings on residential trips:

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent/carer is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed the current limit.

If parents/Carers have difficulty in paying for an activity they should write in confidence to the Principal providing original (i.e. not photocopy) evidence of the above, this will be returned as soon as possible. Support may be available via the Jenny Walker Fund, however with larger expenses this will usually be a % of the total cost rather than the full amount.

Voluntary Contributions

All parents are invited to make an annual contribution to the College Fund. This information is provided in the 'Parent Pack' issued in September.

Parents may be invited to make a voluntary contribution for the cost of a trip during the College day. Parents may be informed that the activity may not proceed if sufficient funds are not raised.