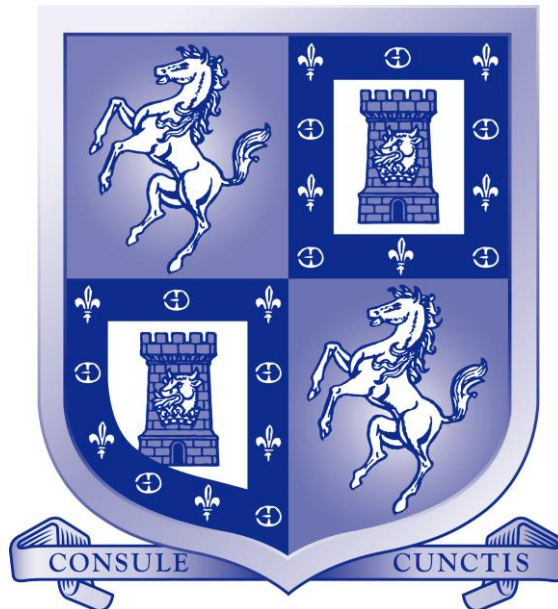


# GRAVESEND GRAMMAR SCHOOL



## Charging and Remission Policy

<b>Date Policy Originated/Amended</b>	<b>Date Policy Approved by GGS Governing Body</b>	<b>Signature</b>
September 1999		
October 2008	15/10/08	<b>G Ralph</b>
October 2009	18/11/09	<b>G Ralph</b>
June 2011	05/07/11	<b>G Ralph</b>
April 2013		<b>G Ralph</b>
June 2016	9 June 2016	<b>Mrs A Robinson</b>

**GRAVESEND GRAMMAR SCHOOL**  
**CHARGING AND REMISSION POLICY**

**Introduction**

This policy is implemented by the Local Governing Body of Gravesend Grammar School, in accordance with the Education Act 1996, and is subject to the requirements of that Act. It is reviewed on a bi-annual basis by the Local Governing body.

**Policy on Charging for Essential Curriculum Activities**

There is no charge for admission to the school, nor for essential materials, books, instruments, or other equipment, but excluding clothing.

The school may charge in advance for the supply of materials if parents have indicated that they wish to have a finished product in, for example - technology, or retrospectively if parents declare at that stage that they wish to purchase it. The school may also charge for text books or equivalent which students choose to annotate and therefore render unsuitable for further use by others.

The school will not charge for any activities and visits taking place within the school day or, if outside school hours, those that are a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, or the syllabus for religious education (excluding the cost of board and lodging for such residential visits), although these may be cancelled if sufficient voluntary contributions are not forthcoming.

**Voluntary Contributions**

The school may ask parents to contribute on a voluntary basis for the cost of materials, books, instruments and other equipment, and visits and activities within the school day (defined below), on the condition that no student whose parents do not make a contribution will be treated differently on this account. However, the activity for which voluntary contributions are used may be cancelled if sufficient funds are not forthcoming. For the sake of clarity, the non-return of a permission slip by a reasonable deadline does constitute a valid reason for excluding a student from an educational visit, irrespective of whether a voluntary contribution has been made.

Parents may also be asked to make a voluntary contribution to school fund, the contribution element of which is used to enrich the education of students or to provide support for students who would otherwise be denied the opportunity to take part in an activity on grounds of cost.

## **Optional Extras**

Educational visits, the majority of time for which falls outside the school day (and which does not fall into a "no charge" category) may be charged for. Parents must agree in advance to their son/daughter participating and will be required to meet any charge in advance. The cost of such visits will not exceed the cost of the provision for each student.

Where materials, books, instruments and other equipment, are deemed desirable but not essential for curriculum purposes, a charge may be made.

The school will also charge for the cost of individual tuition in playing musical instruments, where this has been requested by parents, within and outside school time, at or below the rate laid down by the Kent Music School, the school having the option of subsidising tuition fees for those students who support school music.

## **Education Partly During School Hours**

If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge will be made.

An activity or visit is deemed to take place outside the school day, if 50% or more is spent on the activity outside school hours, including travelling time, but excluding midday break, then a charge will be made under the "optional extras provision" above.

For residential visits, a trip counts as falling within school time if the number of school sessions missed by a student amounts to half or more of the number of half-days taken up by the activity. For example, a term-time trip from noon on Wednesday to 9.00 pm on Sunday would last for nine half-days, include five school sessions and would count as taking place in school time. A trip from noon on Thursday to 9.00 pm on Sunday would count as seven half-days, include three school sessions and would be classified for charging as taking place outside school time. If 50 per cent or more of a half-day is spent on a residential trip, the whole of that half-day will be deemed as spent on the trip.

## **Residential Visits**

A residential visit is one which requires students to spend one or more nights away from home. The cost of board and lodging on a residential visit taking place within the school day (as defined by the 1996 Act) will be charged to parents of participating students.

## **Remissions Policy**

The school will remit fees for activities and visits which are of curriculum value as recommended by the Headteacher, to those parents who are in receipt of one of the benefits listed in the "Calculating Charges" section of this document or in other special circumstances approved by the Local Governing Body, or its Chair between meetings.

The Local Governing Body will remit fully board and lodging charges for students whose parents receive one of the benefits listed in the "Calculating Charges" section of this document if they take part in a residential visit deemed to be during the school day or are required to take part in one for prescribed examination syllabus or national curriculum purposes.

## **Public Examinations**

Students will not be charged for public examinations prescribed by the Secretary of State, on the first sitting, but will be charged for others if students are entered for them with the agreement of parents. No charges will be made for equipment, books and materials or for activities prescribed by the syllabus, unless the student wishes to retain these afterwards, or optionally wishes to annotate books or materials for the examination, rendering them unsuitable for syllabus purposes to other students subsequently. Where a residential visit is prescribed by the syllabus, parents may be charged for the board and lodging element with the necessary hardship safeguards indicated above.

The Local Governing Body will enter students for prescribed examinations for which they have been prepared by the school, except where the Local Governing Body considers that there are educational reasons for not so doing or where the request of parents in writing that the student should not be entered is endorsed by the Headteacher. This responsibility is delegated by the Local Governing Body to the Headteacher. The Headteacher will inform parents in writing as soon as practicable after deciding not to enter students for public examinations, so that parents are able to make representations to a Review Sub-Committee of the Local Governing Body. Educational reasons for the Local Governing Body not to enter a student for prescribed examinations include the case of Sixth Form students, forecast by the relevant Subject Leader to be heading for failure in a public examination by virtue of lack of effort (but not difficulty in subject where the student has made reasonable effort), after appropriate warnings have been given in writing in good time for the student to improve that effort. This does not exclude the student from sitting the examination as an external candidate and paying for the entry himself.

Where the school's preparation could lead towards more than one examination the school is only required to enter the student for one of them. Parents can choose to pay for further entries.

Where the Local Governing Body agrees to enter a student for an examination for which he has not been prepared by the school, e.g. has received private tuition, or where the student re-sits an examination, the examination entry fee will be passed on to parents.

## **Recovery of Examination Fees**

If a student fails to fulfil the examination requirements of a public examination (prescribed or otherwise) without good reason (as defined by whichever body paid the fee), the Local Governing Body may recover from the parents any fees paid.

## **Recovery of Charges**

Any sums payable by parents for wasted examination fees, or charges for optional extras for which they had agreed or for board and lodging, are recoverable summarily as a civil debt.

## **Breakages and Fines**

No charge will be made for broken windows or lost library books etc., unless they result from students' behaviour, when parents can be asked to pay for them.

## Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who receive:

- Universal Credit in prescribed circumstances (further guidance to be provided by the DfE when UC is fully rolled out)
- Income Support;
- Income-based Jobseeker's Allowance;
- Support under Part 6 of the Immigration and Asylum Act 1999;
- Child Tax Credit (provided the parent is not entitled to Working Tax Credit and their annual income as assessed by HMRC does not exceed £16,190 (13/14 value));
- The guarantee element of State Pension Credit;
- An income-related employment and support allowance.

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

May 2016