

Charging and Remissions Policy



RIVERSIDE BRIDGE SCHOOL
'EXCELLENCE FOR ALL'



Ratified by Governors: 6th February 2018

To be reviewed: February 2019



Riverside Bridge School
CHARGING AND REMISSIONS POLICY

Review Frequency: Annually

Date of ratification: February 2018

Date next review due: February 2019

Scope of Policy: This policy applies to all staff, students, governors and volunteers at Riverside Bridge School

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1.0 INTRODUCTION

The Governing Body, Head of Service and Staff will ensure that the policy is implemented equally in all cases, without regard to ethnic origin, cultural differences, gender, disability or sexuality issues. They will ensure that students are listened to and their concerns are appropriately addressed.

This policy will be monitored by the Head of Service, The Governing Body and the Centre Business Manager.

Charging Policy

This charging policy has been compiled in line with DfE requirements and in accordance with Section 457 of the Education Act, 1996.

2.0 CENTRE TRIPS

2.1 Day Trips

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

2.2 Residential Trips

Residential trips are classified as being within school hours if the number of school sessions missed by the students is at least 50% of the number of half days spent on the trip.

2.3 Board and Lodgings

No charge will be made for board and lodgings.

2.4 Travel

If the residential trip is classified as being within school hours, no charge will be made for travel costs although a voluntary contribution may be sought. Where the residential trip is classified as being outside school hours, a charge may be made for travel to cover the unit cost per student other than those entitled to remission (but no paying student will be required to subsidise the cost of non-paying students).

2.5 Activities on Residential

If a residential trip is classified as being within school hours, no charge can legally be made for the educational activities provided. However, if the residential trip is classified as being outside of school hours, a charge may be made for the educational activities provided.

3.0 EXAMINATION & TUITION

3.1 Entries

No charge will be levied in respect of examination entries for students.

3.2 Materials & Textbooks

Where a student or parent wishes to retain items produced as a result of art, craft and design or design and technology, no charge will be levied for the cost of the materials used. In the case of Food Technology, no charge will be made. Textbooks are provided free of charge.

3.3 Music Tuition

All music tuition is free and no charge will be levied.

4.0 ACTIVITIES

4.1 Activities for students that take place during school hours

No charge will be made for activities provide during school hours. Also no charge will be made for transport costs during school hours.

4.2 Activities outside School Hours (Non-Residential)

No charge will be made for activities outside school hours that are part of the National Curriculum, Religious Education activities, or those that form an essential part of the syllabus for an approved examination.

4.3 Optional Extras

These are defined as activities which take place wholly, or mainly, outside school hours and are not designed to fulfil any requirements specified in the syllabus for prescribed examination.

Optional Extras could include:

- Lunchtime and after school clubs
- Weekend sporting activities
- Evening Theatre trips

Parents/guardians must choose to allow their children to take part on optional extras and no charge will be made.

The Governing Body may fund optional extras from within its delegated budget or other funds at its disposal. It can then decide whether or not to pass charges to parents/guardians.

Costs that can be legally recovered are as follows:

- a. Teaching staff engaged under contract for services purely to provide an optional extra. This includes supply teachers engaged specifically to provide the optional extra.
- b. Non-teaching staff
- c. Any materials, books, instruments or equipment provided in connection with the optional extra
- d. Transport to an activity outside centre hours

5.0 Damage/Loss to Property

A charge may be levied in respect of wilful damage, neglect or loss of school property including premises, furniture, equipment, books or materials. The charge imposed to be the cost of replacement or repair. A lower charge may be imposed at the discretion of the Head of School.

A charge may be levied in respect of wilful damage, neglect or loss of property, including premises, furniture, equipment, books or materials belonging to a third party, where the cost has been recharged to the centre. The charge imposed to be the cost of replacement or repair. A lower charge may be imposed at the discretion of the Head of School.

6.0 Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the centre, the centre may request or invite parents to make a contribution towards the cost of the trip. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

7.0 Other charges

The Head of Service , Finance and Staffing Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

8.0 Admissions

No charge will be made for admission.

9.0 Centre Meals

No charge will be made for students entitled to free school meals.

10.0 Remissions Policy

Statutory remissions

Students whose parents receive one of the support payments below are legally entitled to remissions where specified in this document:

- Income support (IS)
- Income based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act1999

- Child tax Credit provided they are not entitled to Working Tax Credit and (as assessed by Her Majesty's revenue and Customs)
- The guarantee of State Pension Credit
- An income related employment and support allowance that has replaced Incapacity Benefit

The Head of Service, Finance and Staffing Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.

The Head of Service, Finance and Staffing Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.