Fullbrook Charging and Remissions Policy
School Policy

Accountable Trust Committee	Local Governing Bodies
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Key Contacts

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Please note this list may be updated by the responsible officer when change arises in the organisation, without the need for committee meeting review/approval.

1 Introduction

It is a statutory responsibility of the Local Governing Body to establish the school's policy regarding the charging for pupil activities and the remission of such charges in appropriate circumstances.

The purpose of this policy is to ensure that, during the school day, all pupils have full and free access to the school's curriculum. The policy is set in the context that the Local Governing Body:

- Recognises the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.
- Aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

For the purposes of this policy statement, the following terms are used:

- "Essential activities" means activities and resources required for the delivery of the school's curriculum.
- "Beneficial activities" means activities and resources which would be beneficial for the delivery of the school's curriculum but which are not essential.
- "Optional activities" means activities and resources used to benefit a pupil's wider education but not required as part of the school's curriculum.

2 Policy Statement

Fullbrook is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no pupil is discriminated against as a result of us offering school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for admission to the school.
- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Please note that while this policy may be more or less generous than other schools within the Local Authority, we have ensured it meets the requirements of the law.

3 General Principles to be Followed

The school will not charge for essential curriculum activities, but voluntary contributions may be requested.

A charge may be made for board and lodging on residential visits, even when related to essential curriculum activities.

The school may charge for beneficial curriculum activities. Where budget resources are not available to run an activity from school funds, the school will ask parents for contributions and, if there is insufficient support, the school reserves the right to cancel the activity. The school will consider making a contribution to the costs of beneficial activities for pupils eligible for Pupil Premium, or in other exceptional financial circumstances.

The school will charge for optional activities (e.g. skiing trips), and will not normally make a contribution on behalf of any pupils.

The Principal shall be the final arbiter of the category of an activity.

4 Interpretation of the Principles

4.1 Non-chargeable Items

The school **will not charge** for:

- Admission applications.
- The cost of essential activities provided wholly or mainly during school hours, nor for books, materials and equipment essential for the curriculum.
- Education provided on any visit that takes place during school hours.
- Education provided, whether in school or on any visit that takes place outside school hours, if it is an essential educational activity.
- Supply teachers to cover for teachers accompanying pupils on visits.
- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the Local Governing Body or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an essential educational visit.
- Musical tuition where it is part of essential curriculum activities and takes place during school hours (i.e. instruments taught in a whole-class setting).
- Fees relating to public examinations, including resits, where the pupil has been prepared for the exam at school.
- Fees relating to finding and assessing work experience opportunities.
- ICT equipment used and kept on the school site.

4.2 Chargeable Items

The school **will charge** for:

- Ingredients and material used in Design & Technology, Art and Photography, where the results are to be owned / consumed by the pupils or their families (or we will ask that raw materials are brought to school).
- Books (for example revision guides, art sketch books and personal copies of textbooks should pupils which to have their own copy) or other equipment (calculators) which are beneficial to the pupil or their course work.
- Board and lodging on residential visits undertaken as part of essential or beneficial curriculum activities (and where the charge will not exceed the actual cost).
- Musical tuition which does not fall within essential curriculum activities (e.g. peripatetic lessons, accompanying pupils taking music examinations).
- Buses and other transport required for beneficial activities.

- The full cost to each pupil of all optional activities taking place outside school hours.
- The use of school lockers, with charges made for replacement keys as necessary.
- For damage to school premises / equipment as a result of a pupil's inappropriate behaviour.
- Printer credits beyond an initial allowance (the initial allowance being of the quantity deemed necessary to meet essential curriculum needs).
- Meals provided at school, except where pupils are eligible for Free School Meals.
- Examination re-mark fees. If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parents or pupil will have their fees refunded.

The school **may** charge for the following:

- Education provided outside of school hours that is not essential.
- Non-essential activities, whenever they take place, but that there will always be an alternative if 50% or more of the time is during the school day.
- Examination entry fees if the pupil has not been prepared for the exam at the school.
- Examination entry fees not on the prescribed list (which includes GCSEs and A-Levels) but the school arranged for the pupil to take it.
- Examination entry fees if a pupil fails, without good reason, to complete the requirements of any public examination where the Local Governing Body or LA originally paid or agreed to pay the fee.
- Transport other than that required for the pupil to be provided with compulsory education.
- Any materials, books, instruments or equipment, where the pupil's parent wishes him/her to own them.
- ICT equipment that is available for pupils to take home.
- Use of community facilities.
- Optional extras. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a prerequisite for the provision of an optional extra. If a charge is to be made for a particular activity, such an optional extras, parents will be informed as to how the charge has been calculated.
    - The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.
    - The school will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge.
    - If a proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.
    - The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

All pupils are expected to be suitably dressed for the school day, including PE lessons, in accordance with the school uniform policy, and parents / carers are responsible for providing the necessary clothing. Where clothing is supplied by the school, either for essential curriculum purposes, or for optional activities (for example, hoodies for school leavers, or T-shirts for a school trip), this will be chargeable. The school may consider subsidising the cost of uniform for individuals eligible for Pupil Premium (on the basis of economic deprivation), or in other exceptional circumstances.

For the convenience of parents, the school operates an online payment system. The school may impose a surcharge to any of the above items to cover administration costs, bank charges and other costs relating to the payment. In the event of the school incurring additional banking costs due to failed payments, these charges may be passed on to the relevant parent or carer. The school may also impose a charge to cover administration and banking costs when refunds are made for chargeable items.

5 Remission of Charges

Where a pupil is eligible for Pupil Premium funding on the basis of economic deprivation, the school will consider making a contribution to the costs of beneficial curriculum activities, or the costs of full board and lodging for any essential or beneficial residential activity.

The Local Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of exceptional financial circumstances. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Principal / School Business Manager.

5.1 Chargeable Trips and Visits - Terms & Conditions

a) Surcharges

Travel companies often reserve the right to apply a surcharge for a trip after payment has been received (e.g. to cover increases in fuel costs, airport taxes, etc). The school reserves the right to pass any such costs on to parents in order that the trip remains financially viable. Similarly, the school reserves the right to review trip costs in the light of major exchange rate swings. Conversely, should a trip be completed at a lower than expected cost, the school may refund parents for any surplus in excess of £10 per head.

b) Insurance

Pupils and staff going on trips are automatically covered by the school's insurance, and on residential trips additional insurance is often included through the travel company the school have booked with. Please contact the school directly if you would like details of our insurance cover. The school accepts no liability for pupils' personal possessions whilst they are on a trip, but will support any claims covered by our insurance as appropriate. Should a claim need to be made against the insurance for any reason the parent shall be responsible for paying any excess that applies to the policy.

c) Damage

Pupils are expected to behave responsibly and treat their environment and facilities with respect and consideration for others, in line with the home-school agreement. The school reserves the right to charge parents for any non-accidental damage caused by pupils whilst on trips & visits.

d) Cancellations

Refunds for trips & visits will automatically be made should a trip or visit be cancelled by the school. If a parent chooses to withdraw a pupil from a trip or visit then any refund is awarded on a discretionary basis by the school, typically only if the place is filled by another pupil. Where a refund is awarded, this will be net of any third-party costs associated with the change

(e.g. airline charges for changes to named travellers) and an administration charge to cover bank charges and office costs.

At the sole discretion of the Principal, a pupil who has applied for a planned activity and has been accepted may be barred from attending and a full refund given if his or her behaviour in the period prior to the activity is unacceptable. The school also reserves the right to bar a pupil from attending on medical grounds, and in these circumstances will issue a full refund.

If a trip is cancelled due to genuinely unforeseeable reasons beyond the school's control (including but not limited to: acts of God or a public enemy or terrorist, act of any military, civil or regulatory authority, change in any law or regulation, fire, flood, outbreak of disease, earthquake, storm or other like event, disruption or outage of communications, power or other utility, labour problem, unavailability of supplies, or any other cause, whether similar or dissimilar to any of the foregoing, a "*Force Majeure*" event), then the school will endeavour to recover costs relating to the trip, including by way of claims through the school's insurers. While the school would usually hope to receive all monies back in the manner described, parents may wish to consider their own insurance arrangements if they are concerned about the risk of such an event.

e) Oversubscribed Activities

Many of the school's activities have an upper limit on the number of pupils. Should the number of applicants exceed this limit, places shall be allocated by a fair means at the school's discretion.

f) Contact Telephone Numbers and Medical Information

It is the responsibility of the parent to ensure that the school has received correct and current telephone contact and medical data which is relevant for trips and visits.