





**THE NOBEL SCHOOL**

DOCUMENT REFERENCE	NSPOL_CHARGING AND REMISSIONS.doc
PUBLICATION DATE	March 2017
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AUTHORISING OFFICER'S SIGNATURE	
DATE APPROVED BY GOVERNORS	8 March 2017
AUTHORISING GOVERNOR'S SIGNATURE	
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REVIEW DATE	March 2018
TARGET AUDIENCE	All Nobel Staff, regardless of race, gender, disability, religion and belief, sexual orientation, pregnancy and maternity, or gender reassignment.
STATUS	Approved

# THE NOBEL SCHOOL

## Policy on Charging and Remissions

### Introduction

The Governing Body has resolved to fulfil its duties under the Education Act 1996.

The Governing Body wishes to ensure that education in school hours is free, but recognises that many desirable and enriching activities may only be possible with financial support from parents and carers. Charges will only be made in the limited circumstances described below. The Governors recognise that a voluntary contribution may be requested to help offset any costs incurred.

### 1. VOLUNTARY CONTRIBUTIONS

The Governing Body may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours, including non-curriculum activities;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary and the students of parents or carers who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it must be cancelled. The school will make every effort to cost activities accurately, but if the total contributed exceeds the actual cost of the activity, the school will normally make a refund to parents where the sum available is sufficient to make an individual refund worthwhile. (See 8, below) Except for activities outside school hours, no student will be omitted from an activity because his/her parent has not contributed.

### 2. DAY TRIPS (INCLUDING FIELD STUDY DAY TRIPS)

Activities such as day trips are deemed to take place during school hours if 50% or more of the time spent on the activity (including travel time during school hours but not that outside school hours) occurs during school hours. Only if more than 50% of the total time spent, as so defined, falls outside school hours can the activity be deemed to be outside the school hours when charges may be made.

Although many day trips are arranged during school hours and will therefore not be compulsorily charged for, in most cases the school will seek voluntary contributions towards the cost, unless payment for the visits is available from exceptional funding sources.

### 3. ACTIVITIES OUTSIDE SCHOOL HOURS

Charges may be made for activities which take place outside school hours. These may include a student's travel costs; board and lodging; materials; books etc; non-teaching staff costs; and teaching staff costs (but not the cost of any teacher employed by the governors or the LEA in terms of that employment). Where an activity requires specialist staff who need to be covered by replacement cover staff in their absence, the cost of this replacement staffing will be included in the overall cost of the activity.

Any cost charged will not exceed the actual cost and no parent will be charged more than the cost appropriate to each participating student.

Participating in such activities will be on the basis of parental charges and a willingness to meet such charges as are made.

Charges may be made for activities arranged outside school hours (including mid-day breaks) unless these activities are:

- required as part of a syllabus for a prescribed public examination;
- provided specifically to fulfil statutory duties relating to the national curriculum;
- provided specifically to fulfil statutory duties relating to religious education.

#### 4. RESIDENTIAL TRIPS

The Governing Body may charge parents for board and lodging costs for residential trips. The invitation to participate in a chargeable activity will include the opportunity for parents or carers to seek financial support in cases of hardship.

#### 5. MUSIC LESSONS

A charge may be made to cover the full cost of music tuition whether in or out of school hours except for:

- Where individual music tuition forms part of the syllabus for a prescribed public examination the school will provide 100% of the cost of a 30 minute lesson for GCSE and 100% of the cost of a 40 minute lesson for KS 5. The school pays for lessons for only 1 instrument. Parents are responsible for any additional time on the first instrument and all the time for second instruments.
- Group activities, such as school orchestras during or after school hours.

Financial assistance may be available for music tuition to parents who qualify for Hertfordshire County Council's remission of music fees or a **discretionary** remission from the school. Details of the current scheme are available from Hertfordshire Music Service through Hertfordshire County Council on 0300 123 4048, or apply online: [www.hertsdirect.org/services/edlearn/canhelp/](http://www.hertsdirect.org/services/edlearn/canhelp/).

#### 6. PUBLIC EXAMINATIONS

Charges will not be made in respect of public examinations for which students are being prepared at the school. However, charges may be made in the following circumstances:

- For the cost of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside school hours;
- Where the preparation would enable the student to enter more than one examination (i.e. a charge made for a second examination);
- Where there has been private tuition or where a student is re-sitting an examination but has received no further preparation since the earlier examination entry;
- Where a parent has asked for examination results to be scrutinised or if a parent requests an examination resit with which the school does not agree.
- For the recovery of public examination fees if a student fails without good reason to complete the examination requirements, including any course work requirements, or where a student fails to attend an examination without good reason.

#### 7. MATERIAL COSTS

Charges will not be made for (or students required to supply) any materials, books, classroom instruments or other equipment used in connection with education provision during school hours with the following exceptions;

- Parents will be expected to provide personal items of clothing such as sports shoes or boots;
- Ingredients and materials for practical subjects such as Design & Technology, provided that parents have indicated in advance they wish to have the finished product. Otherwise, parents will be invited to contribute ingredients or materials on a voluntary basis;
- Parents will be expected to provide orchestral instruments, keyboards or guitars (either by hire or purchase) when the school is unable to loan an instrument for use in a paid for individual or small group instrumental lesson. Music tuition books will be provided by the parents for such lessons.
- Where a student is responsible for loss or damage of school property, they may be charged a proportion or the whole of the replacement cost.
- Books that students buy afterwards

- Whilst school-produced revision and study materials will normally be provided to students free of charge, parents will be expected to purchase such proprietary revision guides as may be deemed beneficial to the students. In cases of known exceptional financial challenge, the school will aim to provide a basic level of revision materials.
- Disadvantaged students may in some instances get costs covered by the school either through the bursary or pupil premium funds.

## **8. TRANSPORTATION COSTS**

Any transport provided within school hours by the school to carry students between a school and any other places where education is to be provided by the Authority or school will be provided free of charge. In the case of work experience, however, parents may be asked to meet the cost of travel.

## **9. THE SCHOOL DAY**

For the purpose of this category, the school day begins at 08.30 and ends at 15.05 on Tuesday and Friday a total of 6 hours and 35 minutes, and at 15.25 on Monday Wednesday and Thursday, a total of 6 hours and 55 minutes, with the exception of Super Wednesday which is once a fortnight when school ends at 2.45pm, a total of 6 hours and 15 minutes.

## **10. REFUNDS**

At the end of a chargeable activity, the surplus or deficit should be calculated and confirmed against the ledger records. If the activity makes a surplus, then parents and carers will be offered a refund where the sum involved per pupil is above £5.00. Minor surpluses from visits may be used to create a support fund to ensure that students from financially challenged backgrounds are not excluded from visits. Refunds should be made as soon as possible after the visit, either to pupils or parents by cheque or cash against signed receipt. Where a refund is declined by the parent, the balance will be added to the fund to support students experiencing financial challenge.