



Policy

Policy title:	Charging and Remission Policy
Function:	For information and guidance about which aspects of school life The Blue Coat School will and will not charge parents for. This document forms part of the portfolio of policies designed to inform students and parents.
Status:	Approved
Statutory guidance:	DFE Charging for school activities (October 2014)
Audience:	Students, Parents, Leaders, Governors
Ownership:	Governing body/Director of resources
Last reviewed:	January 2018
Reviewed by:	Governing body
Next review:	Every two-years – January 2020

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Aims and objectives

- 1 This policy sets out The Blue Coat School's general principle to charging of and remission of school activities.
- 2 This policy is intended to be used to provide clear principles to governors, school leaders, school staff, parents and students about which school activities may or may not be charged for.
- 3 The policy outlines The Coat School's aim to support students and families in hardship where it can.

Roles and responsibilities

- 4 The governing body will ensure this policy:
 - is in line with the law and government advice about charging and remissions for school activities
 - is implemented effectively
 - is reviewed periodically
 - is maintained and updated as required.
- 5 The headteacher will ensure that:
 - key school staff have a good understanding of this policy
 - this policy is implemented appropriately into day to day school systems
 - the school's daily practices support the principles and values of this policy.
- 6 All staff at The Blue Coat School will ensure they have read this policy and that they are able to adequately guide students and parents who may have queries about charging and remission.

Procedures and practices

General principles

- 7 The Blue Coat School recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' personal and social education.
- 8 The Blue Coat School promotes and provides such activities both as part of enriching a broad and balanced curriculum for the students of the school and as additional optional activities.
- 9 The Blue Coat School will strictly adhere to DFE advice about what aspects of provision parents may be charged for.

What parents will not be asked to pay for

- 10 Parents will not be asked to pay for:
- any part of the admissions process
 - education provided during school hours that is prescribed by the national curriculum or exam syllabi
 - education provided outside school hours that is prescribed by the national curriculum or exam syllabi
 - entry for public examination
 - transport to education that is prescribed by the national curriculum or exam syllabi.

What parents will be asked to pay for

- 11 The school may charge for activities deemed to be optional extras. Parents will be asked to pay for:
- materials, books or equipment that the parent wishes their child to own
 - optional education provided during school hours (such as music tuition) that is not a statutory part of the curriculum
 - optional education provided outside school hours (such as music tuition) that is not a statutory part of the curriculum
 - entry for public examination if the student has not been prepared for the examination by the school
 - transport and costs for non-essential educational activities
 - transport, board and lodging for non-essential residential visits
 - non-compulsory activities or services offered beyond the school day.
- 12 Charges made for optional extras will not exceed the cost of the activity.

Voluntary contributions for activities that are not deemed to be an optional extra

- 13 The school may ask parents for voluntary contributions to towards school activities that are not deemed to be optional extras (Annex A).
- 14 The school will ensure parents are aware that there is no obligation to make voluntary contributions for school activities that are not deemed to be optional extras.
- 15 If an activity that is not deemed to be an optional extra is reliant on voluntary contributions, the school will make this clear to parents from the outset.
- 16 If voluntary contributions do not provide sufficient funding toward an activity that is not deemed to an optional extra, and the school is unable to fund the activity from other sources, then the activity will be cancelled for all students.
- 17 No student will be excluded from an activity that is not deemed to be an optional extra because their parents are unable or unwilling to pay.

Remissions

- 17 The Blue Coat School is committed to supporting equality of opportunity and equal access to the educational activities offered by the school.
- 18 Where it is known that students or their families may be facing hardship which make it difficult for them to afford specific activities, the Blue Coat School will invite parents to apply, on a case by case basis, for the partial or full remission of any charges (Annex B).
- 19 Requests for remissions will be considered in confidence by the Headteacher.

Monitoring, review and evaluation

- 20 The Headteacher will monitor all additional educational opportunities to ensure that they are funded appropriately and in line with the principles of this policy.
- 21 The Educational Trips and Visits Co-ordinator will:
 - monitor the extent to which parents feel able to afford additional educational opportunities
 - review communications with parents to ensure they are adequately guided about the extent to which school may or may not be able to support them.
- 22 The Finance team leader will monitor the extent to which additional educational opportunities are funded and how viable they are.

Annex A: Wording when requesting voluntary contributions

The following text will be used by the school when asking parents to consider a voluntary contribution towards an activity that is not deemed to be an optional extra:

This activity can only take place if it is funded by a parental voluntary contribution of ???. It is our duty to let you know that although you are not obliged to make any contribution, the school is unable to fund this activity without your support.

If you feel unable to make a voluntary contribution for this activity because of financial hardship, we may be able to support you. You can apply to the Headteacher for confidential support using the Parental request for financial support form on page 7 of the school's Charging and Remission Policy.

Annex B: Parental request for financial support

This form should be used by parents to apply to the school for financial support toward an educational activity:

General details

Students name:	
Form:	
Parents name:	

Activity details

School activity:	
Date of activity:	
Cost of activity:	
Amount of support requested:	
Reason:	

Headteacher review

Date received by Headteacher:	
Approved (Yes/No):	
Amount approved:	
Date communicated to parent:	
Signed:	

Finance office use

Date received by finance office:	
Funded through:	
Date finalised:	
Signed:	