



FERNDOWN UPPER SCHOOL CHARGING & REMISSIONS POLICY

Policy first adopted: November 1995

To be reviewed every year (since 2023)

Reviewed December 2010

Reviewed December 2012

Reviewed October 2015

Reviewed October 2018

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Policy on Charging and Remissions.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a student's education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum and as additional optional activities for the students of the school

This policy is based on the Education Act 1996 (Sections 449–462), The Charges for School Activities Regulations 1999, and the Department for Education guidance “Charging for School Activities”. The Governing Body is required to determine and keep under review a policy in respect of charges and remissions.

The Governing Body may seek voluntary contributions from parents/carers where charging is not permitted by law. In these circumstances:

- There is no obligation to contribute
- Registered students will not be treated differently according to whether or not their parents have made any contributions in response to the request.

There are also a number of areas in which the school makes charges to students, staff or others. These charges will be reviewed by the Governors and any changes will be notified.

The principle of the charging policy is to ensure, where appropriate, that the charge for a service, covers the cost of that service. If the Governors so decide, there may be some subsidy allowed, but close monitoring of any expenditure is required.

The charging policy covers many items including but not limited to the following:

- School Based Activities/Trips/Visits
- Music Tuition and Exam fees
- Public Examinations
- Lettings
- Photocopying
- Travel Costs – School Buses
- Administration charges for lost examination results
- Minibus
- Supply
- School Uniform
- Miscellaneous charges – lost books, vandalism, accidental damage etc.

1. School Based activities/Trips/Visits

1.1 **Activities wholly during school hours** (where more than 50% of the time for the activity – with any associated traveling time – takes place within the school session times on the school site):

Students and parents are not required to pay for or supply any materials, books, instruments or other equipment for use in connection with their education provision during school hours. We do ask however, that students come to school equipped with general purpose writing and drawing equipment (pen, pencil, rubber, ruler, crayons etc). We will also make recommendations for revision guides and other text books and also make them available for parents to purchase at discount prices from the school. Items such as revision guides will be provided to PPG students free of charge.

In some subjects, such as Design Technology, a voluntary contribution may be requested to contribute to the cost of materials. **No student will be excluded from the activity if a voluntary contribution is not received.**

From time to time trips and visits, workshops and other activities will be organised for which parents will be asked to make a voluntary contribution. This will normally be based on the full cost of the trip, visit or activity and the number of students participating. It will be made clear to parents that:

- i) No student can be excluded from the trip, visit or activity if the voluntary contribution is not paid
Where insufficient voluntary contributions are received to make an activity financially viable, the school reserves the right to cancel the activity.
- ii) Subsidies for PPG students are as follows:
 - a. For mandatory curriculum related trips the subsidy is 100%
 - b. For optional curriculum related trips up to £100, the subsidy is 50%
 - c. For all other trips, the subsidy is 25%.

1.2 **Activities outside school hours**

No charges will be made for education and associated incidentals where education is:

- i) Required as part of a syllabus for a prescribed public examination
- ii) Provided specifically to fulfill statutory duties relating to the National Curriculum
- iii) Provided specifically to fulfill statutory duties relating to Religious Education.

In such circumstances voluntary contributions will be asked for on the same basis as during school hours.

For all other activities a charge based on the full cost of the activity and the number of students participating will be made.

If a student decides not to go on a trip, they will be repaid any money the school still holds. However, all monies paid to the travel company will be forfeited and will not be refunded. The school will attempt to find another student to go on the trip and will transfer their payment to the withdrawn family if this can be arranged. If a student is removed from a trip due to poor behaviour in school after receiving suspensions (either internal or external) all amounts paid will be forfeit.

2. Music Tuition and Exam Fees

All students are offered the opportunity to take instrumental and voice tuition. Tuition is offered via peripatetic music teachers in school on various instruments.

Ferndown Upper School will cover the cost of music tuition for PPG students only. The cost to the school is between £32 and £36 per hour depending on the instrument.

The music department has no instruments to loan to students, so they are expected to provide their own instrument. The school can offer to buy instruments on the parent's behalf, in order to save the VAT element, which the school can claim back.

All music tuition is exempt from VAT.

3. Public Examination Fees

Students take examinations in Y10, Y11, Y12, Y13 and Y14. The school will pay for all initial examinations for which the students have been entered. Parents have to sign an examination declaration form, agreeing to pay for any exam entered which the student does not attend or does not comply with the coursework conditions.

All retakes will be charged at an average cost of £50 each.

All retakes and appeals have to be paid for prior to the examination taking place, if payment has not been received the student will not be allowed to retake the exam.

Examination Fees are exempt from VAT.

4. Lettings

Charges for the letting of the school are reviewed annually by the Governors.

Please see the **Lettings Policy** for further information.

5. Reprographic charges

Departments are recharged costs for colour photocopying at 4p per copy. Black and white copying is charged to the central reprographics budget.

6. School Transport

The School will pay a transport bursary to entitled bursary students of £300 per student.

The bursary is available for any qualifying Year 12 students that live more than 3 miles away from the school.

The application form for the bursary can be found on the school website.

The school also provides free of charge a late minibus to Verwood and surrounding areas for children attending to school clubs and detentions.

7. Minibus charges

The school minibus is available to all departments for their usage and to external hirers. All users will be charged at the rate of £0.60 per mile, and external hirers will be charged an additional £60 daily rate.

8. Supply

In some instances, it is appropriate to recharge the cost of supply to an external body e.g. other schools for the cost of teachers, AQA for exam marking. In the majority of cases, the supply refund is specified by the external body themselves, however on the occasions when the school is able to recharge supply, this will be at the cost of the individual teacher concerned plus on costs and VAT exempt.

9. Administration charges

Occasionally the school is requested to photocopy student files for parents under the General Data Protection Regulations. Charges as follows:

Administration Charge £15 per hour plus VAT at the standard rate
Duplicating Charges £0.10 per copy plus VAT at the standard rate

Ex-students occasionally lose their exam results and the school is requested to confirm exam results. Charges as follows:

Administration Charge £10 plus VAT at the standard rate

10. School Uniform

Families with children who are in the PPG category will be provided with a voucher to the value of £75 at the start of Year 9 to be redeemed against school uniform. Further discretionary assistance may be requested in writing to the relevant Head of Year.

11. Miscellaneous Charges

Items made in school

The school will ask for the cost of materials, ingredients or equipment for certain aspects of the curriculum if the parents have indicated in advance that they wish to own the finished product.

Breakages (e.g. windows, equipment etc)

All accidental or non-accidental breakages must be paid for. Charges will be reasonable, reflect actual repair or replacement costs, and be applied at the discretion of the Senior Leadership Team.

When an incident occurs, the member of staff should report the breakage to the SBM, in order that the site staff can be informed if necessary. Then the member of staff should inform the House Manager concerned, who will write to the

parents/guardians informing them of the incident and that a charge will be made in due course (letter to be copied to SBM).

When the SBM receives an invoice relating to the breakage, an invoice to the parents/guardians will be raised for the relevant amount attaching a copy of the invoice if appropriate.

Lost Books

All lost books or damaged books will be charged at their replacement value.

VAT Exempt