

## Charging and Remissions Policy

<b>Approved by:</b>	William Howard School LAB
<b>Date:</b>	September 2021
<b>Proposed review date:</b>	Annually
<b>Owner:</b>	Headteacher

### REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

<b>Version Number</b>	<b>Version Description</b>	<b>Date of Revision</b>
1	Charging and Remissions Policy	September 2021
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## **Charging for School Activities**

William Howard School undertakes to provide an education service which is not reliant on the payment of fees. However, whilst acknowledging that no charges will be levied for normal activities which form part of the curriculum of the school, the Local Advisory Board believe that there are additional activities for which a charge is appropriate a) (see below), and others b) (see below) which must be supported by voluntary contributions from the participants if they are to take place.

**a)** Subject to the provisions of the 1988 Education Reform Act, William Howard School will ask parents to pay for:

1. Individual music tuition over and above the music lessons provided as part of the school curriculum.
2. The cost of board and lodging for residential activities.
3. The cost, including equipment, of 'optional extras; as defined by the Act.
4. The cost of transport to and from Work Experience.
5. Raw materials used for curricular activities where parents wish to own the finished product (such as in Design & Technology and Food Technology).
6. The use of a school locker for storage.
7. Examination entries where:
  - i. The examination is not on the list prescribed by the Act.
  - ii. Where the school feel there are good educational reasons for not entering the student.
  - iii. Where coursework/examinations are not completed without good reasons.
  - iv. Where re-sits are available the school will fund a first entry assuming conditions I-III are not met. Any subsequent re-sit must be paid for by the student in advance, but the entry fee will be refunded if the student improves his or her grade as a result of the re-sit.

**b)** Many trips and excursions which take place during the school day constitute greatly to the learning experienced by pupils in various subjects. Such visits are generally in addition to normal provision but may be an important part of the curriculum. It is not the school's wish to deny any pupil access to such activities, but to take place they rely on the voluntary financial support of all participants. A letter home explains this is a precondition of the particular trip. The school reserves the right to cancel such activities if the costs are not covered in full by voluntary contributions received.

## **Financial Assistance for Trip Costs**

The Local Advisory Board have devolved the responsibility for decisions regarding financial assistance to the Headteacher. All requests for financial assistance towards the cost of trips should be made in writing to the Headteacher who will decide whether assistance should be provided given the information available at that time. All applications for assistance will be responded to by letter which will clearly set out the decision that has been made.

In general, the following criteria will be used as a basis for decisions, although at times, situations may arise where a decision is made based on prevailing conditions that are not covered by their scope.

### ***Residential Trips***

The school will provide remission of charges up to 50% for the cost of board and lodging for residential activities where parents are in receipt of means tested benefits as provided by the Department of Work and Pensions. In most instances this would mean that the young person was eligible for free school meals.

***Day Trips***

The school recognises that in certain circumstances families may have genuine difficulty in meeting charges legitimately levied for some day activities which would be of considerable benefit to the young people concerned. The school will provide remission of charges for the cost of day activities where parents are in receipt of means tested benefits as provided by the Department of Work and Pensions. In most instances, this would mean that the young person was eligible for free school meals.

A budget line will be earmarked within the main school budget as a Hardship Fund from which requests for financial support can be met.

**Communication**

The school will at regular intervals, make the existence of this policy known to parents and details will be available on the school website.