



Charging and Remissions Policy

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1. Introduction

The Governing Body of Sandwell Community School recognises the valuable contribution that the wide range of additional educational activities, including trips and work-based learning can make towards a student's educational experience and their personal and social development.

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

The Charging and Remissions Policy describes how we ensure that a wide range of visits and activities are offered to all students without placing financial demands upon families. Parents may be asked to make a 'voluntary' contribution towards the cost of an activity. This policy sets out the principles upon which the school will operate charges and remissions.

2. Context

The law states that education provided during school hours must be free. This definition includes materials, equipment, transport provided in school hours by the Local Authority or the School. No student may be left out of an activity because their parents cannot or will not make a contribution of any kind.

3. Aims

- To make school activities accessible to all students regardless of family income;
- To provide a process, which will allow activities to take place at a minimum cost to parents, students and the school;
- To ensure students are aware of the financial consequences of any willful damage.

4. Objectives

- To make clear what will be provided without charge and what will be offered with a charge being made;
- To clarify what is meant by any request for voluntary contribution.

5. Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

5.1 Charges may be made for:

- Optional extra activities which take place wholly or outside school hours and which are based on parental choice;
- Willful or criminal damage to school premises, equipment, furniture books or materials when the damage or loss is the result of their child's behaviour or negligence;
- Lost or damaged text or exercise books;
- Lost, stolen or damaged Bus Passes or Photo cards.

5.2 Examination Fees

- Costs incurred by re-scrutiny to examinations results should they have requested this;
- Entering a student to re-sit an examination where the School has not provided any preparation for that examination;
- Costs incurred from entering a student for an examination who subsequently does not complete the necessary coursework or fails to sit the examination and hence 'fails' without good reason.
- Entering their child for a public examination not on the prescribed list of the School.
- If, without a medical certificate explaining the reason, a student fails to complete the examination requirements for any public examination for which the School has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

5.3 Damage/Loss to Property

A charge may be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair, or the lower cost may be set at the decision of the Head of Campus or Head Teacher. A charge may be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school.

The charge to be the cost of replacement or repair, or the lower cost may be set at the decision of the Head of Campus or Head Teacher.

6. Remissions

There will be no obligation for any parent to make a contribution towards the cost of school activities (during school time). Students will not be treated differently according to whether or not their parents have contributed.

The Governing body may wish to remit charges in full or in part to parents after considering other specific hardship cases. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher will authorise remission in consultation with the Chair of Governors.

7. Voluntary Contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it had been decided to run such an activity no qualifying student will be excluded on the grounds of voluntary contributions.

8. Monitoring, Evaluation and Review

The Governing Body will review this policy at least every year and assess its implementation and effectiveness. The Governing Body may, from time to time, amend the categories of an activity for which a charge may be made.

9. Ratification

T Lecointe

Acting Executive Head Teacher

Signed:.....

Date:

D Smith

Acting Executive Head Teacher

Signed:.....

Date:

J McBride:

Chair of Governing Body

Signed:.....

Date:

Implementation: September 2016

Review Date: September 2017