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22/08/16	A Ball	Initial Version

Charging and Remissions for School Activities Policy

Introduction

This is the Charging and Remissions policy for Manchester Settlement School. This policy complies with ss.449–462 of the Education Act 1996.

Aims

This policy defines: what the school cannot charge for; what the school can charge for; the position in respect of voluntary contributions and the school remissions policy.

Where charges will not be made

Admissions

Admissions are by agreements with other schools who pay fees to Manchester Settlement according to the type of provision.

Pupils and parents will be entitled to the conditions set out in the policies of the referring school where they will still be on roll, plus the following.

Educational provision

Charges will not be made for the following educational provision:

1. Education provided during school hours including the supply of any materials, books, instruments or other equipment.
2. Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed examination that the student is being prepared for at school, or part of religious education.

3. Instrumental or vocal tuition for students if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at school, or part of religious education.
4. Education provided on any trip that takes place during school hours.
5. Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that a student is being prepared for at the school, or part of religious education.
6. Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.
7. Entry for a prescribed public examination, if the student has been prepared for it at the school. All students wishing to re-sit any module/exam and approved by a Learning Director satisfying the criteria for entry will be charged the fee.

Transport

Charges will not be made in relation to transport in the following circumstances:

1. Transporting registered students to other premises where the governing body or Local Authority has arranged for students to be educated.
2. Transport that enables a student to meet an examination requirement when he or she has been prepared for the examination at school.
3. Transport provided in connection with an educational trip or offsite activity which forms part of the student's timetable.

Where charges will be made

Education

Charges will be made in certain circumstances relating to education:

1. Any materials, books, instruments or equipment where a student's parents or carers specifically wish him or her to own them.
2. If a student fails, without good reason, to meet any examination requirement for a syllabus, the examination fee can be recovered from the parent or carers. Fee reimbursements are sought from candidates who fail to sit an exam or do not meet the necessary Controlled Assessment requirements without medical evidence or evidence of other mitigating circumstances. Examination results may be withheld until such payment or evidence is presented.
3. A charge may be made for an enquiry about an examination result should the school not support the enquiry and the candidate wishes to proceed.

Optional Extras

Charges will be made in certain circumstances where there are optional extras.

1. Participation in any optional extra activity will be on the basis of parental choice and willingness to meet the charge for the costs. Parental agreement is therefore a necessary prerequisite for the provision of optional extra activities.
2. At the discretion of the trustees, and in the interests of equality of opportunity, where parents are unable to meet the costs of an optional extra activity due to low income or other special family circumstances, the cost of the activity for an individual student may be met from the school funds.
3. Any charge made in respect of individual students may not exceed the actual cost of providing the optional extra activity. The individual charge will comprise of the actual cost of the activity divided equally by the number of students participating.
4. In cases where a small portion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore no charge can be made for supply teachers who cover for teachers who are absent from school accompanying students on a trip.

Voluntary Contributions

Charges will be made in certain circumstances relating to voluntary contributions. The law allows schools to seek voluntary contributions from parents to benefit the school or any school activities. The governors have determined that certain conditions should be applied when seeking voluntary contributions for improving or developing facilities within the school, or when planning an additional activity.

1. Parents should be consulted if an activity or development is being planned that will depend on voluntary contributions for part or all of the cost.
2. It must be made clear at the outset that there is no obligation on parents to make voluntary contributions.
3. Where a trip or activity is planned on the basis of voluntary contributions and insufficient funds are raised then the trip or activity will be cancelled.
4. No students should be excluded from a trip or activity simply because his or her parents are unwilling or unable to pay.

Remissions

Where the activity is mostly within school hours the governing body may remit, wholly or partly, any charge that would otherwise be payable under the terms of this charging policy.

Vandalism/losses

Trustees reserve the right to charge families the full cost of wilful damage to school property caused by their children and for losses to property owned by the school.