



CHARGING AND REMISSIONS POLICY

Date: January 2013

Responsible: Headteacher, SLT

Review date:

Agreed by Governors:

Review

This Policy will be reviewed on an annual basis by the Governing Body's Finance & Premises Committee and will be adjusted in line with any subsequent guidelines from the Government, Local Authority or Diocese.

1. Aims

This Policy sets out the School's guidelines on charging, describing the types of activity that will be charged for and explains when charges will be made.

2. Context

2.1 Archbishop Tenison's operates on the principle that the education it provides, delivered within school hours and in accordance with the National Curriculum or Statutory Religious Education, would be free unless the educational activity were an optional extra, supplementing the universal entitlement.

2.2 However, as a Voluntary Aided School, Archbishop Tenison's has to supplement the monies it receives from the Government through the Local Authority in order to carry out a number of tasks essential to the life of the school.

3. Principles

3.1 Governors' Combined Fund

Archbishop Tenison's aims to generate income in various ways commensurate with its identity and social position. The Governors also seek to engage all parents in the wider financing of the school by inviting them to make a regular financial contribution to a Combined Fund consisting of the School Maintenance Fund, the Development Trust and a School Fund.

A letter (see Appendix I) fully explaining the way in which these monies are used and the procedures and rates for collecting them is sent to the parents and carers of all pupils and students on their acceptance into the school.

An automated payment system will be preferred in order to reduce administration costs.

3.2 Other Chargeable Provision

(During Key Stage 3), parents and carers may be asked to make further financial contributions towards any equipment, materials or other costs incurred by the curriculum. The School Fund will generally not cover the cost of consumables used for practical lessons. Optional, supplementary activities, including all school trips, will incur an additional cost. Payment for these will be voluntary or compulsory, depending on the nature of the activity, its role in the national curriculum and other significant factors.

3.2.1 During Key Stage 4, parents and carers will be expected to pay for supplementary resources and to contribute financially to extraordinary costs incurred by specific courses and examination requirements. A full list of these costs, which will vary from course to course, will be made available at the point when students choose their options for Key Stage 4 so that an informed choice of course is possible. It is not the school's intention to hamper a student's ability to make a free choice of subjects for examination because of financial considerations; financial support may be available.

3.2.2 Parents and carers will be charged, after prior notification, for any additional examination fees incurred, for example through re-sits without tuition, and "wasted" examination entries.

3.2.2 Parents and carers will be asked to meet the full cost of optional, extra activities where these activities are not a necessary part of the National Curriculum or religious education.

3.2.3 If students are unable to participate in optional, educational activities which take place in school hours because the required financial contribution has not been made, they will be provided with alternative learning, to suit their ability and progress, appropriate to the course.

3.2.4 Parents and carers will be asked to meet the full cost of board and lodging and travel expenses for residential courses, including those occurring in school time.

3.2.5 Charges and contributions requested are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the surplus will be used to fund future student activities.

3.2.6 A charge for an activity may include an allowance for the cost of releasing teachers from the school in order to supervise optional extra activities. The least costly, feasible alternative will be adopted.

3.2.7 Because of the large number of pupils who have individual music lessons, parents and carers are asked to meet the costs of private music tuition in full. Students who are studying Music at GCSE and A Level pay a voluntary contribution for individual tuition. However the Governors are prepared to assist in cases of genuine hardship.

3.2.8 In practical subjects, when the cost of ingredients or materials has been met, either through the parent or carer's monthly financial contribution or as an additional expense, the finished article may be kept by the student.

3.2.9 Parents and carers will be expected to meet some or all of the replacement costs of lost school books or equipment.

3.2.10 Parents and carers will be expected to meet some or all of the costs of breakages or damage to school buildings, furniture or property.

3.2.11 Parents and carers who do not make the recommended monthly financial contribution will be required to pay specific deposits to cover the use of school equipment or facilities (e.g. a school locker) by their child; any such deposits will be returnable in accordance with the terms of the transaction.

3.2.12 General fund-raising and sponsorship may be used to support additional activities or capital projects.

3.2.13 Optional or supplementary costs may be paid for by the school for students whose parents or carers are receiving certain benefits including Income Support; or Income-based Jobseeker's Allowance; or Support under Part VI of the Immigration and Asylum Act 1999; or the guaranteed element of state pension credit; or Child Tax Credit. Cases will be assessed on an individual basis and no guarantee can be made that financial support will be given. The school will do its best to offer assistance in any case where there is genuine hardship.

3.2.14 The school may sell a variety of materials to students in class, ranging from stationery and calculators to commercially produced revision guides. Prices are set to cover the school's costs.

4. Miscellaneous Charges

4.0 Lettings are charged in accordance with the Lettings policy. The school reserves the right to increase, reduce or waive lettings' charges according to circumstance.

4.1 Using the school's facilities (e.g. photocopying, telephone calls, stamps and faxes) for personal use must be paid for.

4.2 Parents, carers and other members of the school community may be liable for photocopying charges (including VAT where appropriate) for the production of extraordinary documents, including, for example, a copy of a student's file.