



Great Marlow School

Excellence • Compassion • Integrity

CHARGING & REMISSIONS

Recommended by the Leadership Team:	November 2020
Approved by the Finance & Resources Committee (or Policies Sub Committee):	November 2020
Adopted by Governing Body:	December 2020
Review Due: Indicate as appropriate:	Autumn Term 2021
There has been a change to the previous policy or ✓There has not been a change to the previous policy.	

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1. Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a students' education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy. This policy has also been reviewed in accordance with the requirements of the Equality Act 2010.

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

2. Voluntary Contributions:

There is no limit to the level of voluntary contribution that may be asked for or any restriction on the way in which it is used. Voluntary contributions therefore, can be used to subsidise parents of students who are unwilling, or unable to pay, the charges made. Voluntary contributions can be used to pay the travel and accommodation costs of accompanying teachers or adults.

Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

3. Permitted Charges

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made, however, for board and lodgings on any residential educational visit (subject to the provisions of the school's remissions policy).

i. Materials & Textbooks

Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, but if the student forgets, the school provides the ingredients and levies a charge.

The school will provide a number of textbooks for use in lessons across all subjects where appropriate. However, we believe that in some subject areas that it is hugely beneficial for students to have their own copy, which they can annotate to aid their studies. The school is able to purchase these textbooks on behalf of the students at a price that is usually lower than

can be purchased by individuals. The school will also source other study materials that will enhance the learning and progress of students, such as revision guides and online materials and enable these to be purchased as cost efficiently as possible.

ii. Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. For students and their parents that wish to purchase a musical instrument themselves, we can reclaim the VAT on the purchase and pass on this saving.

iii. Sixth Form Amenities

The school provides a high quality facility which is of a significantly higher standard than your average school sixth form. In order to maintain the facility for future cohorts we ask that a £30 contribution is paid annually for the continued upkeep and maintenance of this high quality learning environment.

iv. Residential Activities/Activities Outside School Hours

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an “optional extra”. A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

v. When is an activity held in school hours?

A day visit is in school hours if:

- 50% or more of the total time (including travelling) occurs in school hours.
- As mentioned above school hours do not include the normal midday break.

A residential visit is in school hours if:

- The number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel).
- A school session equates to a registration session (i.e. 2 per day).
- A half-day is a 12 hour period ending at midday or midnight.

4. Examination Entries

A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.

A charge will be levied in respect of examination entries for students where:

- the school has prepared the student for the examination and
- it considers that for educational reasons the student should not be entered and

- the student's parent/guardian wishes the student to be entered (or student him/herself when over 18 years old).

In these circumstances, if the student subsequently passes the examination, the school may refund the cost.

A charge will be levied for students re-sitting an examination.

A charge will be levied where a student fails, without good reason, to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

A charge may be levied if a student wishes to appeal an examination result or request a remark. If the appeal or remark results in an improvement in the overall grade the fee will be refunded.

5. Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

6. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance & Resources Committee and approved by the Governing Body.

7. Other Charges

The Headteacher, Finance & Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report, some items in the School Publication Scheme, lockers, revision guides.

For 6th Form students a charge will be made for a) contribution to the 6th Common Room Fund and b) textbook deposit. The textbook deposit charge will be refunded when a student leaves the 6th Form subject to return, in good condition, of all textbooks issued.

8. Remissions Policy

Where non-chargeable education is provided during a residential visit, then the parents of a student who is eligible for free school lunch shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

The school will follow the most up to date criteria for the definition of eligibility of Free School Meals and works with the Local Authority for the management of eligible students.