

# Northfleet Technology College

## Student Charging & Remissions Policy

Last revised	February 2014
Member of Staff Responsible:	Learning Sub Group
Review Date:	April 2017

### Purpose

The law regarding what may, and may not, be charged in respect of activities provided by Northfleet Technology College within and outside the school day has always been difficult to interpret and apply fairly to all students. The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum and sets out the charges and remissions for activities.

### This policy will cover the following areas;

1. Areas that will not be charged for
2. Areas that may will be charged for
3. Residential visits
4. Calculating charges and refunds
5. Charges for loss, damage or repair to school property

#### 1. Areas that will not be charged for;

- Education that is an essential part of the National Curriculum. This includes any materials, equipment and transport to take students between the school and the activity
- Education provided outside school hours, if it is an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education. This includes any materials, equipment and transport to take students between the school and the activity
- Tuition for students learning to play a musical instrument or singing, if the tuition is part of a timetabled lesson in the school curriculum, or part of a syllabus for a prescribed public examination that the students is being prepared for at the school
- Entry for a prescribed public examination, if the student has been prepared for it at the school and registered on the course/entry level decided by the school.
- Examination re-sits if the student is being prepared for the re-sits at the school and the school has chosen to enter the students.

The staff and governors recognise the importance of activities, that while **they** may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs as mentioned earlier.

In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

The school may seek voluntary contributions from parents to include the costs for accompanying teachers for any school activity but:

- such contributions are genuinely voluntary
- students will not be treated differently according to whether parents have made a contribution
- parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it

There is no limit on the level of voluntary contributions sought.

## **2. Areas that will be charged for**

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- Music and singing tuition in addition to timetabled lessons
- Entry to a prescribed public examination which is the request of a parent/guardian and against the professional judgement of the relevant learning programme director.
- Where students fail to attend examinations entered by the school and agreed by the student, without a doctor's certificate.
- Where a student requests an examination remark against the advice of the school.
- Education provided outside of the school day that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for or part of religious education
- Trip, visits or optional activities which are deemed to be non-essential to the National Curriculum or prescribed public examination. This will cover all associated costs including travel, entrance fees, insurance and additional incurred staffing costs.
- Lockers for use by the football and basketball academy students

Participation on any optional extra outside school hours will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be a necessary prerequisite for the provision of an optional extra.

## **3. Residential visits**

Where residential visits are additional to the national curriculum or prescribed public examinations then all associated costs will be charged for. Parents will receive details in advance on how costs are calculated.

Where a residential visit is not additional to the national curriculum or prescribed public examination then the parents/carers will be asked to cover board and lodging costs only. Where it is not possible for a parent to support in this circumstance then the school should be contacted and the issue discussed.

## **4. Calculating charges**

Where charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no element of subsidy to support the costs for any students who are unable or unwilling to pay. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Charges for individual students may not:

- exceed the actual cost of providing the optional extra activity divided by the number of students willing to participate.

- include an element of subsidy for students whose parents wish them to participate but are unwilling or unable to pay
- include the cost of alternative provision for more students who do not wish to participate, where a small part of the activity take place in school hours.

When calculating costs the following areas are taken into account;

- Travel
- Entrance/activity fees
- Insurance costs
- Passport or visa costs (for group passports)
- Additional staffing costs
- Any other associated costs essential to the activity

If income from an activity exceeds the actual cost, the school will refund any surplus of £5 or more per student. Where surplus is less than £5 per student the funds will be transferred to the General Voluntary Fund.

### **5. Charges for loss, damage or repair to school property**

As the school is part of a PFI contract the building, fabric and majority of the equipment is owned by Kier FS. The school is obliged to maintain high standards by repairing all damage immediately. The cost of these repairs is met from the school budget. Excess damage costs will, potentially, affect the education provision for all students. The school, therefore, is obliged to recover costs and where we can prove that deliberate damage to school equipment or buildings has been caused by a student or group of students either through malice, or by carelessness parents will be charged.

When damages occur a letter will be sent to parents immediately informing them of the damage. This will be followed by an invoice once the school has a quotation for the repair. If parents fail to pay, all appropriate methods available will be used to retrieve the money, including legal proceedings. Until the money is received the student/s that has caused the damage will not be allowed to take part in any trips or visits which are not essential for them to gain qualifications. This can be reviewed at the discretion of the Headteacher.

Damage to Laptops is a serious issue for the school if they are to fulfil their aim of providing access to a device for every student. The school has taken every precaution to ensure Laptops are stored and transported safely. This means any damage will be incurred due to negligence or carelessness and will therefore be charged to the parents. In the unlikely event of this happening the parents will be liable for repair costs and until this is received the student's access to ICT will be limited.

Additional items that will be charged for;

- Loss of student swipe card
- Loss of student journal
- Deliberate damage or loss of other school equipment other than that mentioned above

If students lose journals or swipe cards they are to purchase new items from the student services office.

A copy of this policy is available on the School Website.

### **Arrangements for monitoring and evaluation**

The Governors Learning Sub Group will monitor the impact of this policy by receiving on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

It will seek to evaluate the impact of the school's extended services on those children in need of additional support.

Date established by governing body \_\_\_\_\_

Date for full implementation \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Headteacher

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chair of Learning Sub Group