

TRAFALGAR SCHOOL

Charging and Remission Policy



Responsibility

The Governing Body at Trafalgar School have produced this policy in accordance with the legal requirements of:

Education Act, 1996

Immigration and Asylum Act 1999 (part VI)

Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003 (S12003/381)

In summary Education provided during school hours (the time when school is in session) must be free (with one exception relating to musical instrument tuition – see below). The school will not charge for anything unless it falls within the activities described below.

The normal school hours when pupils are expected to be in school are:

8.30 a.m. until 15.00 p.m. Monday through until Friday

Charging Policy

1.1 Trafalgar School and the Governing Body aim to make the widest possible range of opportunities available to all students.

Education should be free of charge if it takes place during school hours and is part of the requirement of a prescribed examination syllabus or statutory to the requirements of the National Curriculum. However, voluntary contributions can be requested to help fund the cost of some activities.

1.2 Charges will be made in respect of the following:-

a) Individual tuition in playing a musical instrument, if the teaching is not an essential part of the National Curriculum. These charges will include tuition costs, sheet music and insurance of instruments

b) Ingredients and materials needed for practical subjects where parents indicate the wish to receive the finished product.

c) Examinations where :-

- An examination is on the set list, but the pupil was not prepared for it at the school
- An examination is not on the set list but the school arranges for the pupil to take it
- A pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee

Note: Where doubt exists that a pupil will attend an exam, then the School reserves the right to ask for a pre-dated cheque

d) Lockers - a deposit of £15 will be taken for provision of a locker. If at any time a pupil returns the key a charge of £3.00, for each year of use, will be made. When the key is returned at the end of year 11, the student will receive a £5.00 refund.

e) Where residential activities take place during the normal school hours, parents will be charged for the accommodation element.

Where an activity is scheduled to take place mostly outside of the normal school day parents will also receive a charge for the activity

f) Non-residential activities, which take place for 50% or more outside school hours and where agreed in advance. We invite parents to make a contribution for any off site activity or educational visit. The essential point is that no student will be left out of an activity, that the school deem essential to that students learning, because his/her parents cannot or will not make a contribution of any kind. However it may be necessary to state that the activity will not take place if parents are reluctant to support it. The school will advise the parents of the suggested contribution for any activity that takes place. Charges will include all associated costs of the activity/visit and for any necessary overnight accommodation (where a school activity involves nights away from home)

Contributions must be genuinely voluntary i.e.

a) There is no obligation to contribute; and

b) Any students on roll at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

There is no limit on the level of voluntary contribution, which parents or others can make to school activities, nor is any restriction placed upon the use, which can be made of such contributions.

g) Parents will be asked to pay for any damage to school property or misuse of books or equipment.

2 Remissions Policy

The remission of charges will only apply to those pupils whose parents are in receipt of Income Support or Family Credit, and only in respect of accommodation charges where these are charged directly by the School and for activities taking place wholly or partly during school hours. Remission will not apply to such charges when they relate to activities wholly outside school hours.

This Policy was considered and approved by the Governing Body on 17th November 2015

Next review: November 2017