

The Archbishop's School

# Charging and Remissions Policy

2018

## **Charges and Remissions**

### **During the school day**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

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

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example school trips and enrichment activities. In these circumstances no pupil 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.

From time to time we may invite a non-school based organisation such as East Kent Business Partnerships, to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example theatre trips, "holiday trips" (such as ski trips etc.) and other enrichment activities. These activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

**Residentials**

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of halfdays taken up by the activity. In such cases parents will be told how the charges were calculated.

**Calculating charges**

When 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 pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who receive benefits such as Income Support, Income-based Jobseeker's Allowance and support under part VI of the Immigration and Asylum Act 1999.

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