

**CHARGING FOR AND REMISSIONS FOR  
EDUCATIONAL ACTIVITIES POLICY**

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**Member of Leadership responsible:  
Richard Smith**

**Governors Group: Resources for Learning**

## **POLICY ON CHARGING FOR EDUCATIONAL ACTIVITIES**

### **1. Context**

The Chalfonts Community College believes that all our students should have equal opportunities to benefit from college activities and visits (curriculum and extracurricular), independent of their parents/carers financial means.

The 1996 Education Act requires all schools/colleges to have a policy detailing charging and remissions. The following details Chalfonts College Policy, based upon the updated DFE advice (October 2014) and the school will apply the following

- No child will be excluded from an activity because parents/carers are unable to pay.
- If the activity cannot be funded without voluntary contributions the
- Parents/carers will be notified at the onset.
- If insufficient contributions are not forthcoming, the trip or activity may have to be cancelled.
- If the parent/carer is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

### **2. Activities** for which no charges will be made

2.1 Education provided during college hours

2.2 Education provided outside college hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination.

### **3. Activities** for which charges will be made

3.1 Activities outside school hours

Nonresidential activities which take place outside school hours but only if the majority of the time spent on the activity (including travel) takes place outside school hours.

3.2 Residential Activities

Board and lodging costs of residential trips deemed to take place during school time. However, some students may not be charged if their parents/carers are eligible for remission (see Remission Policy below).

### **3.3 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 pupil.

### **3.4 Public Examinations**

- 3.4.1 A charge will be levied for examination entries where the School has not prepared the student for the examination
- 3.4.2 A charge will be levied for pupils re-sitting an examination
- 3.4.3 A charge will be made for the remark of an examination paper, unless the Principal, in special circumstances, wishes to have the papers of a number of students remarked. If, as a result of the remark, the Exam Board refunds the charge it will be repaid to the parents in full.
- 3.4.4 A charge will be levied for examination entries where the School has prepared the student for the examination but considers that, for educational reasons, he should not be entered and the student's parent wishes the student to be entered (or student himself when over 18 years old). In these circumstances, if the student subsequently passes the examination, the School may refund the charges
- 3.4.5 A charge will be levied where a student fails, without good reason, to attend the examination or meet other essential requirements of the course

### **3.5 Loss or damage to College property / Third Party property**

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

### **3.6 Activities outside school hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, a charge up to the cost of the activity may be levied.

## **4. Remissions**

Parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging on residential visits:-

- Universal Credit
- Income Support
- Income based Job Seeker Allowance
- Support under part v1 of the Immigration and Asylum Act (1999)
- Child Tax Credit, provided that working Tax Credit is not also received and the family's income (assessed by HMRC) does not exceed £16,190
- The guarantee element of State Pension Credit

## **5. Voluntary Contributions**

The college is entitled to seek voluntary contributions in order to offer a wide variety of experiences to students. All requests for voluntary contributions will emphasise their voluntary nature and the fact that students of parents/carers who do not make such contributions will be treated no differently to those who have.

## **6. Damage/Loss to Property**

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

## **7. Other Charges**

The Principal, Business Manager 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.

## **8. Recovery of Charges**

The School will seek to recover charges which remain outstanding from parents.