



the *Kind's* school

specialising in maths and computing

Charging and Remissions Policy

1 Policy Statement

The Governing Body of The King's School (TKS) wishes to make a broad programme of activities accessible to as many students as possible and is committed to ensuring equal opportunities for all students, regardless of financial circumstances. TKS has established the following policy and procedure to ensure that no student is discriminated against. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school budget. It also defines other circumstances when the school may wish to ask for voluntary contributions.

2 Purpose /Legal Framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Department for Education (DfE) (2014) 'Charging for School Activities'
- DfE (2015) 'Governance Handbook'
- The King's School Funding Agreement and the Pontefract Academies Trust Master Funding Agreement

3 Scope

This policy will be used by all staff and will apply to all students regardless of age and ability.

The school day is defined as: 8:50 am - 3:15pm.

4 Responsibility

The Charging and Remissions Policy at TKS is the responsibility of everyone in the school community.

School and Staff Commitment

Role of the Governing Body - The Governing Body has:

- Delegated powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy is made available to parents/carers by publishing it on the website;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher - The Headteacher / Senior Leadership Team (SLT) will:

- Ensure all school personnel, students and parents/carers are aware of and comply with this policy;
- Ensure that the policy is displayed on the website;
- Monitor the effectiveness of this policy;
- Bi-annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

- School personnel will comply with all aspects of this policy;
- Organisers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions.

5 Charging for Education

We will not charge parents/carers for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the student's parents.
- Entry for a prescribed public examination, if the student has been prepared for it at the school.
- Examination re-sits, if the student is being prepared for the re-sits at the school.

We may charge parents/carers for the following:

- Materials, books, instruments or equipment, where they desire their child to own them or where the item has been lost or damaged as a result of negligence
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities
- Catering
- Planners - TKS will provide all students with a planner on a free of charge basis once per Academic Year. A charge of £3.00 will be made for a replacement planner where the item has been lost or damaged as a result of negligence.
- Lockers - Lockers are available to students who will be required to purchase a padlock for £1.00 from the school shop, this will entitle students to rent a locker for the year. Students who are in receipt of free school meals may be entitled to a padlock free of charge.

Various items can be purchased from TKS Shop, this predominantly includes stationery.

6 Optional Extras

We may charge parents for the following optional extras:

Education provided outside of school time that is not:

- Part of the national curriculum.
- Part of a syllabus for a prescribed public examination that the student is being prepared for at the school.
- Religious education.
- Examination entry fees where the student has not been prepared for the examinations at the school.
- Transport, other than that arranged by the relevant Local Authority for the student to be provided with education.
- Board and lodging for a student on a residential visit.
- Extended day services offered to students.

When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument.

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating students. We will not charge a subsidy for any students wishing to participate but whose parents/carers are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

7 Examination Fees

We may charge for examination fees if:

- The examination is on the prescribed list (which includes GCSEs and A levels), but the student was not prepared for it at the school.
- The examination is not on the prescribed list, but the school arranged for the student to take it.
- A student fails, without good reason, to complete the requirements of any public examination where the governing body originally paid or agreed to pay the fee.

8 Examination re-sits

Where a student is entered for a second or subsequent attempt at an examination, TKS will pay the fee.

If a student or their parents/carers request that an examination is re-marked, any fees involved must be covered by the student or their parents/carers. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/carer will have their fees refunded.

9 Voluntary Contributions

TKS may, from time-to-time, ask for voluntary contributions towards school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents/carers at the outset. We will also make it clear that there is no obligation for parents/carers to make a contribution, and notify parents/carers whether assistance is available.

No student will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity by requesting a contribution. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents/carers do not feel pressurised into making voluntary contributions.

10 Music Tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size - provided that the tuition is at the request of the student's parent/carer.

The charges do not exceed the cost of the provision, including the cost of the staff providing the tuition.

11 Transport

We will not charge for:

- Transporting registered students to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered students to other premises where the governing body or LA has arranged for students to be educated.
- Transporting students to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit, however, parents/carers may be requested to make a voluntary contribution to cover costs.

12 Residential Visits

TKS will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- Supply teachers to cover for teachers accompanying students on visits.

We may charge for board and lodging - but the charge will not exceed the actual cost.

13 Education partly during school hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.

Residential visits: If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity. However, parents and carers may be asked to pay a voluntary contribution to cover costs. Visits may need to be cancelled if the Visit Leader feels that the visit is not economically viable.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.

14 Damage or Loss

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.

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Other charges

The Headteacher, Finance 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.

15 Catering

The Catering Team are employed by TKS. Payment for meals can be made via ScoPay or by cash/cheque within school.

ScoPay is a Company which facilitates an online system that enables parents to pay money into an account via their individual username and password. The system is secure and administered by ScoPay. The payments are received into the school bank account and recorded against the student account. Meals are then purchased through a biometric finger print system and the meal cost deducted from the Student's account.

Cash loading enables students who do not enrol for the ScoPay online service the ability to top up their account via the various machines located through the school. The money is collected by two members of the Finance Team and banked by the Finance staff. Cash is collected on a weekly basis by Security Plus.

Students can also pay for meals by cheque via the Finance Team. All food purchases for meals are recorded via a biometric finger print system irrespective of payment method.

Students who receive free school meals have their accounts automatically topped up on a daily basis by the cash loader system.

16 Remissions

TKS has a discretionary source of financial help available, further information is available from the Finance Department of TKS.

17 Publicity

The Charging and Remissions Policy will be publicised on the School's website. The policy will be posted on the Shared (G) drive.

18 Concerns

If parents/carers have any concerns regarding your child's education, you should make contact in the first instance with your child's Form Tutor or the appropriate Year Achievement Leader.

19 Monitoring and Evaluation

The Senior Leadership Team will monitor the effectiveness of this policy and bi-annually report to the Governing Body on the success and development of the Charging and Remissions Policy.