

COCKBURN SCHOOL

Specialist status in the Performing Arts



'Learning for Life'

Charging and Remissions Policy

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Contents

Para 1	Aim
Para 2	Responsibilities
Para 3	Charges that cannot be made
Para 4	Charges that may be made
Para 5	Individual Cases of Financial difficulty
Para 6	Voluntary Contributions
Para 7 Para 8	School Meals
Appendix A	Peripatetic Music Lessons
Appendix B	Uniform prices

CHARGING AND REMISSIONS POLICY

1. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers of students at Cockburn School.

2. Responsibilities

The Governing Body of the School are responsible for determining the content of this policy and the Head of School for implementation. Any determination with respect to individual parents will be considered jointly by the Head of School, Executive Headteacher and Governing Body.

3. Charges cannot be made for

- 3.1. The Governing body of the school recognise that legislation prohibits charges for the following;
 - 3.1.1 Education provided during school hours (including the supply of any materials, books, instruments or other equipment;
 - 3.1.2 Education provided outside school hours if it is 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 religious education;
 - 3.1.3 An admission application to any state funded school.
 - 3.1.4 Tuition for students learning to play musical instruments if the tuition is required as 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 religious education;
 - 3.1.5 Entry for a prescribed public examination, if the student has been prepared for it at the school;
 - 3.1.6 Examination re-sits if the student is being prepared for the re-sit at the school;
 - 3.1.7 Education provided on any educational visit that takes place during school hours;
 - 3.1.8 Education provided on any educational visit that takes place outside school hours if it is 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 religious education.
 - 3.1.9 Supply teachers to cover for those teachers who are absent from school accompanying pupils on an educational visit;

3.1.10 Transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport

3.1.11 Transporting registered students to other premises where the governing body or local education authority has arranged for pupils to be educated.

3.1.12 Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school.

3.1.13 Transport provided in connection with an educational trip

4. Charges may be made for

4.1. The Governing Body of the school recognises that legislation allows charged for the following;

4.1.1. Board and lodging on residential/ educational visits (not to exceed the costs);

4.1.2. The proportionate costs for an individual student for activities wholly or mainly outside school hours ('optional extras') to meet the costs for;

4.1.2.1. Travel

4.1.2.2. Materials and Equipment;

4.1.2.3. Additional Staff cost;

4.1.2.4. Entrance Fees;

4.1.2.5. Insurance costs;

4.1.3 Vocal and musical instrument tuition;

4.1.4 Re-sits for public examinations where no further preparation has been provided by the school;

4.1.5 Examination fees where a student fails without good reason to sit the exam;

4.1.6 Any other education, transport or examinations where no further preparation has been provided by the school;

4.1.7 Any other education, transport or examination fee unless charges are specifically prohibited;

4.1.8 breakages and replacements as a result of damages caused wilfully or negligently by students;

- 4.1.9 extra-curricular activities and school clubs;
- 4.1.10 any extended school activity;
- 4.1.11 damage/vandalism/loss to and of school property;
- 4.1.12 Community Use/Lettings. (Arrangements for the letting of school premises and charges are available from the Leeds City Council Lettings unit)
- 4.1.13 Voluntary contribution to Design and Technology
- 4.1.14 School Uniform – payable for year's 7 - 11 students on entry to the school and for any replacement. Price for 2020/21 is available on the school website and on request. Charges will be reviewed annually and applied accordingly. (See appendix B)
- 4.1.15 Locker charge - Charges 2020/21 include a £10.00 charge for use of locker whilst a student of Cockburn School. Price to be reviewed annually and applied accordingly.
- 4.1.16 School planners – for the replacement of a student planner in the event of any loss or damage. Price for 2020/21 is £5.00, which is to be reviewed annually and applied accordingly.
- 4.1.17 Voluntary contribution to School Fund
- 4.1.18 Calculator- Charges for 2021/21 £5.00 per calculator. The charge will be reviewed annually.

5. Individual Cases of Financial Difficulty

- 5.1 Requests for financial assistance should be made in writing to the Head of School or Executive Headteacher (a form is available through the main school office), upon receipt of the letter outlining the details of the activity, or as soon as parents/carers are aware that an activity is to take place:
 - 5.1.1 The Head of School or Executive Headteacher may be able to agree flexible, extended payment terms;
 - 5.1.2 The Headteacher holds a small contingency fund to support requests for financial assistance. 'Essential' activities will take precedence over 'non-essential';
 - 5.1.3 Parents/carers in receipt of certain benefits will be considered as first priority for assistance;
 - 5.1.4 In most cases, parents/carers will be asked to bear a percentage of the cost;

5.1.5 All cases will be treated individually and in the strictest confidence.

6. Voluntary Contributions

- 6.1 Parents/carers will be invited to make voluntary contribution for the following:
 - 6.1.1 Educational trips;
 - 6.1.2 Rewards trips;
 - 6.1.3 Fundraising events;
- 6.2 The terms of any request made to parents/carers will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents;
 - 6.2.1 That the payment is genuinely voluntary and a parent is under no obligation to pay;
 - 6.2.2 That registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- 6.3 The responsibility for determining the level of voluntary contribution is delegated to the Head of School or Executive Headteacher. Voluntary contributions will be used to:
 - 6.3.1 Supplement the transport and activities costs in association with any educational or reward visit/trip.
 - 6.3.2 Support fund raising events in aid of the school or registered charities.

7. School Meals

The governing body will determine and publish annually the price to be charged for school meals.

8.

Appendix A

PERIPATETIC MUSIC LESSONS

1. Terms and Conditions

- 1.1 **Duration of sessions** – Sessions will be for 20 minutes, and will generally be delivered in groups of up to three students.
- 1.2 **When sessions take place** – Lessons will generally take place during the normal school day.
- 1.3 **Payment Terms** – fees will be payable per term or can be paid for in full for the academic year.
- 1.4 **Attendance** – Students will be expected to attend all instrumental lessons
- 1.5 **Refunds** – there will be no refunds made, except in circumstances where, due to absence or unavailability of a teacher, or the requisite number of lessons cannot be achieved.
- 1.6 **Cancellations** – in the event that a parent/carer wishes to cancel lessons, these will only be accepted at the end of the academic school year. (Any cancellations must be requested in writing to the Headteacher and will be decided at his discretion)

2. Tuition Fees (2020/21)

- 2.1 £75.00 Per year

Appendix B

3. School Uniform

3.1 The following items of uniform are to be bought from Cockburn School.

3.1.1	Blue Jumper	(inc School Logo)	£16.00
3.1.2	Tie		£ 5.00
3.1.3	PE T-Shirt	(inc School Logo)	£ 8.00
3.1.4	PE Shorts	(inc School Logo)	£ 8.00
3.1.5	Rugby Shirt	(inc School Logo)	£16.00
3.1.6	Performing arts T-shirt	(Inc school Logo)	£ 8.00
3.1.7	PE Socks		£ 4.50