



Charging and Remissions Policy

'Learning for Life'

Reviewed by: The Board

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

3. Charges cannot be made for

- 3.1. The Governing body 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 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 academy, or part of religious education;
 - 3.1.4 Entry for a prescribed public examination, if the student has been prepared for it at the academy;
 - 3.1.5 Examination re-sits if the student is being prepared for the re-sit at the school;
 - 3.1.6 Education provided on any educational visit that takes place during school hours;
 - 3.1.7 Education provided on any educational visit that takes place outside academy 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.
 - 3.1.8 Supply teachers to cover for those teachers who are absent from school accompanying students on an educational visit;
 - 3.1.9 Transporting registered students to or from the academy premises, where the local education authority has a statutory obligation to provide transport
 - 3.1.10 Transporting registered students to other premises where the governing body has arranged for students to be educated.
 - 3.1.11 Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school.
 - 3.1.12 Transport provided in connection with an educational trip

4. Charges may be made for

- 4.1. The Governing Body 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 academy 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 academy;
 - 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 Voluntary contribution to Design and Technology;
 - 4.1.13 Uniform – payable for year's 7 - 11 students on entry to the academy and for any replacement. Price for 2021/22 is available on the school website and on request. Charges will be reviewed annually and applied accordingly. (See appendix B)
 - 4.1.14 Locker charge - Charges 2021/22 include a £10.00 charge for locker. Price to be reviewed annually and applied accordingly.
 - 4.1.15 Planners – for the replacement of a student planner in the event of any loss or damage. Price for 2021/22 is £5.00, which is to be reviewed annually and applied accordingly.
 - 4.1.16 Scientific Calculator – Charge 2021-22 are £5.00, price reviewed annually.

5. Individual Cases of Financial Difficulty

- 5.1 Requests for financial assistance should be made in writing to the Head of School, Headteacher or Executive Headteacher (a form is available through the main 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, Headteacher or Executive Headteacher may be able to agree flexible, extended payment terms;
 - 5.1.2 The Head of School/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/carers:
 - 6.2.1 That the payment is genuinely voluntary and a parent/carer is under no obligation to pay;
 - 6.2.2 That registered students at the academy will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.
- 6.3 The responsibility for determining the level of voluntary contribution is delegated to the 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 academy or registered charities.

7. School Meals

The charge for school meals will be determined by the local authority and will be published annually the price to be charged for academy meals.

Links to other policies:

The Finance Manual should be read in conjunction with this policy.

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 at £2.50 per week, £25 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 Head of School/ Headteacher and will be decided at his discretion)

2. Tuition Fees (2021/22)

- 2.1 £75.00 Per year.

Appendix B

3. Uniform

3.1 The following items of uniform are to be bought from the Academy.

3.1.1	School Navy Blue Jumper (inc school Logo)	£17.00
3.1.2	Tie	£ 5.00
3.1.3	PE T-Shirt (inc School Logo)	£ 8.00
3.1.4	PE Shorts	£ 8.00
3.1.5	Rugby Shirt	£16.00
3.1.7	PE Socks	£ 4.50