

# The Priory School



## Charging & Remissions Policy (Money)

Monitoring	Frame of engagement	Date
Member of Staff Responsible	SBM	
Governor Accountability	Link Governor - Finance	
Consultation Parameters	SLT and LGB	March 2022
Information		
Date of last version		February 2022
Date for next review (and cycle)		February 2023 Annually
Uploaded to Website		March 2022

## **Statement of Intent**

The Governors are committed to offering all students the opportunity to experience learning outside the classroom regardless of their circumstances or ability.

No student should be excluded from an activity because his or her parents are unwilling or unable to pay. Where the individual cost of an activity is low, the Headteacher may allow remission of the charge but where insufficient voluntary contributions are raised to fund the activity, then it will be cancelled.

## **Charges for School Activities**

There are some circumstances in which legislation allows a charge for school activities and the Governors have decided that they should be made as follows:

- any materials, books, instruments, or equipment, where the child's parent wishes him or her to own them;
- optional extras (see below); and
- music and vocal tuition provided by external services.

The school will also seek to recover costs of replacement for breakages or other damage done to school property resulting from a student's behaviour. The charge may be part or full recovery of the cost, which reflects the nature of the behaviour leading to the loss or damage.

## **Optional Extras**

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or fails without good reason to complete the public examination's requirements; or
  - c) part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;

- examination result appeal(s). The school will refund the fee if the appeal is successful.
- transport that is not required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education; and
- board and lodging for a student on a residential visit.
- library books not returned after a reasonable period.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

### **Remissions**

Students whose parents are in receipt of:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income is no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after ceasing to qualify for Working Tax Credit
- Universal Credit - for applications on or after 1 April 2018 and the household income is less than £7,400 a year (after tax and not including any benefits)

May be entitled to:

- Full remission of charges for board and lodgings for students who take part in a residential visit deemed to be 'in school hours', or take part in a residential visit out of 'school hours' which is to fulfil statutory duties relating to either the National Curriculum, or part of a syllabus for a prescribed public examination that a student is being prepared for at the school or part of Religious Education.

- Charges for other school activities and optional extras may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

All requests are subject to approval by the Senior Leadership Team.

### **Related Policies**

- Pupil Premium Strategy
- Educational Visits Policy