



# JUDGEMEADOW COMMUNITY COLLEGE

## **CHARGING & REMISSION POLICY**

**Last reviewed date:**

January 2017

**Next review date:**

January 2018

**Responsibility of:**

School Business Manager

Finance Governors Sub Committee

## INTRODUCTION

Judgemeadow Community College is committed to providing a challenging and inclusive curriculum for all its students throughout each year.

Judgemeadow Community College recognises that many educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole, or part, from parents. The college also recognises the need to establish a scale of charges for private use of its buildings, grounds and facilities that encourages community events whilst, at least, recovering all costs associated with such use.

This policy and the scale of charges are to be reviewed annually by the Governors' Finance Sub-Committee (and as required in the case of exceptional circumstances).

## CHARGING POLICY

### 1) In addition to the provision of free education during the 'school day', charges will normally be made for the following activities:

- a) Board and lodging in respect of **residential trips**.
- b) The proportionate costs for an individual child of **activities wholly or mainly outside school hours**; to meet the cost of:
  - Travel
  - Materials and equipment
  - Non-teaching staff costs
  - Entrance fees
  - Insurance costs
- c) Individual **instrumental music tuition** (tuition groups of any appropriate size - see: [www.teachernet.gov.uk/teachingandlearning/subjects/music](http://www.teachernet.gov.uk/teachingandlearning/subjects/music))
- d) **Re-sits for public examinations** where no further preparation has been provided by the school.
- e) The costs of **non-prescribed examinations** and preparations for such examinations outside school areas.
- f) Any other education, transport or examination fee unless charges are specifically prohibited

### 2) In accordance with section 200 of the Education Act 2002, the Governors will adopt the Remissions Policy as outlined below:

- The legislation that deals with the remission of charges (board and lodging) for residential school trips has been amended in order to align the eligibility criteria for the remission of such charges with free school lunch eligibility.
- Pupils whose parents are in receipt of: Income Support; Income Based Jobseekers Allowance; support under Part IV of the Immigration and Asylum Act 1999; or Child Tax Credit (under certain circumstances), in addition to having free school lunch

entitlement, will also be entitled to the remission of charges for board and lodging costs relating to residential school trips. (Further guidance on the eligibility of pupils whose families do receive Child Tax Credits can be found (on-line) at

<http://www.education.gov.uk/schools>

- The college undertakes to advise parents of the above entitlement to remission within correspondence in respect of each relevant residential trip.

### **3) The college can ask for voluntary contributions towards the cost of activities - however:**

- Requests must be clear that contributions are voluntary and that no pupil may be left out of any activity because their parents cannot, or will not, make a contribution of any kind.
- Those pupils not entitled to remission of charges cannot be 'overcharged' in order to subsidise others.
- Where the cost of an activity cannot be recovered through charging and/or voluntary contributions, the visit or activity may have to be cancelled.
- There is currently no provision within the school budget to fund any shortfall. Any request to do so would only be considered, by the Principal and the Governors' Property & Finance Sub-Committee, in the light of projected budget outturns.

### **4) Parents/Guardians will be invoiced for the costs of replacing/making good damaged or lost school property caused wilfully or negligently by their children.**

### **5) The Governors will set (and review on an annual basis) a scale of charges in respect of the private hire/lettings of the college buildings, grounds and/or facilities for all community events and classes.**

The charges are to enable access equally from all sections of the community whilst, at least, recovering the costs associated with such lettings. It is also recognised that income (over and above cost recovery) from hire/lettings can be a substantial source of additional funding for the college and this is also to be factored into the setting of the level of charges. Terms and conditions of hire (including liability for recovery of costs in respect of loss of, or damage to, school property will be set out in the Lettings Agreement, which will be signed by the event/group/hirer at the time of booking) A copy of this agreement signed will be issued to each user hiring college facilities before the event takes place.