



CHARGING AND REMISSIONS POLICY

Responsible Person: Alex Lingard, Headteacher

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(To be approved by the Governors and TPAT)

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To be read in conjunction with: Examination Policies

Helston Community College fully complies with the Department for Education Guidance on Charging for School Activities.

Section 1: Introduction

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

The College provides a wide ranging programme of activities which support the broad educational experiences for students. These include activities run during the College days such as clubs, sports teams, instrumental lessons and a range of off-site visits and activities. Almost all of these are classified as enrichment activities and are not a requirement of implementing the College's curriculum, nor are they part of a specification for a public examination. The College places a high value on these additional activities and to the contribution they make to students' personal and social development and education in the broadest sense.

The College will ensure that parents/carers on low incomes and in receipt of benefits are advised of the financial support available to them from the College in regards to requests for payments.

Section 2: The College does not charge for:

- an admission application;
- the core educational offer provided during College hours (including the supply of any essential materials, such as textbooks, workbooks);
- education provided outside College hours if it is part of the College's curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the College;
- entry for a prescribed public examination or re-sit, if the student has been prepared for it at the College.

Section 3: The College makes charges for some activities:

- any materials, books, instruments, or equipment, where the student's parent/carer wishes the student to own them. This includes the cost of materials/ ingredients in Technology, and other subjects where the finished pieces are taken home;
- music and vocal tuition where it is provided in addition to core music lessons;
- education, resources, activities or trips provided within or outside of College time that is not:
 - integral to the Academy's Curriculum;
 - integral to a syllabus for a prescribed public examination that the student is being prepared for at the Academy; or
 - integral to the programme of study for religious education.
- examination entry fee(s) if the student has not been prepared for the examination(s) at the College;
- examination fees for public examinations which the College has paid for (or is liable to pay) if a student fails, without good reason, to complete the examination requirements, recoverable as civil debt;
- charges made by awarding bodies for re-scrutiny or re-marking of examination papers at the request of parents/carers;
- transport that is not required to take the student to the College or to other premises where it has been arranged for the student to be provided with education; and board and lodging for a student on a residential visit ;

- The cost of repair or replacement of College property, equipment or building, or that belonging to College staff, visitors or students, where the damage/loss of property is caused by the deliberate actions of a student.

Where the activity above is broadly described as an 'optional extra', charges will not exceed the cost of providing the optional extra and are divided equally between students taking part.

Participation in an optional extra activity will be on the basis of parental choice and willingness to meet the cost of the activity.

In calculating the cost of optional extras the Academy takes into account:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of any additional staffing requirements, including teaching and support staff costs;
- any other reasonable cost incurred e.g. insurance.

Section 4: Voluntary Contributions

The College may ask for voluntary contributions for some College activities which are integral to the delivery of an aspect of the curriculum. Without voluntary contributions for some activities, the College may be unable to run the activity. Where contributions are requested on a voluntary basis, it will be made clear to parents that there is no obligation to make a contribution to costs. In some circumstances, if insufficient voluntary contributions are raised to fund a visit, then the activity or visit will be cancelled.

Voluntary contributions towards the costs of visits during College hours may include travel, insurance, admissions charges and the costs of supply cover for teachers.

Section 5: Visits (including residential visits) which take place outside College hours

The full cost of food and accommodation will be charged on visits taking place wholly or mainly (i.e. more than 50%) outside of College time. The cost of the visit may include travel, insurance, admission charges, meals, and staff supply costs.

Parents/carers who are in receipt of certain benefits may be provided with a subsidy towards the costs of some board and lodging on specified residential trips, at the discretion of the Headteacher where there is a clear and explicit educational benefit to the student in participating, linked to aspects of the College's curriculum. As a guide, these benefits are free school meals, income support, support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance.

Section 6: Recovery of unpaid charges

Sums payable by parents/carers for exam fees (see above), optional extras to which they had agreed, board and lodging are recoverable as civil debts. The College will request payment in advance of all voluntary contributions and permissible charges in order to reduce the potential cost of debt recovery.

For families requiring support with payments, or further advice, please contact the Headteacher, Mr Lingard.