

# John Port School

*An Academy Trust*

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## SCHOOL POLICY

### CHARGING AND REMISSIONS POLICY



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**The Opportunity to Succeed**

# **JOHN PORT SCHOOL**

## **Charging and Remissions Policy**

### **Charges**

The Governing Body reserves the right to make a charge for the following activities which may be organised by the academy. The Governors are fully aware that the income of parents at the academy varies greatly and we always insist on providing equal opportunities for all.

All payments should be made via a Wisepay Account. Username and Password details are issued by the academy to each parent/carer.

### **Residential Activities held during academy hours**

Charges may be made for the board and lodging element of those residential activities which take place during academy hours. Parents will be notified in advance of any such activities for which a charge may be made.

### **Activities held outside academy hours**

The academy will endeavour to provide a range of such activities. These will sometimes include day and residential experiences. Charges may be made for these EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education. Board and lodging charges may still, however, be made for any residential activities subject to the remission arrangements described at paragraph 6 below.

### **Materials and ingredients**

A charge will only be made for any materials and ingredients relating to activities taking place during academy hours where parents have indicated in advance a wish to own the finished product, eg in Food Technology or any Technology lesson. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

### **Examination fees**

No charge will be made for a prescribed public examination for which a student has been prepared by the academy. In the event of students needing to resit an AS or A2 module they will ordinarily pay the exam entry fee. The academy will only pay for resits where there is a clear anomaly with results and the department concerned feel that students have somehow been disadvantaged. This sort of eventuality should be discussed with parents. Changes will be made when a student has failed to attend an examination other than for medical reasons supported by a doctor's letter.

### **Extra-curricular Courses**

The Academy runs courses outside of its statutory commitment to deliver the National Curriculum. These courses are completed in "twilight" sessions after school. The academy will charge for these courses to cover the pay of the teacher and the examination fees as these are not covered by the academy's allowed budget.

The academy cannot subsidise these courses as any such subsidy would detract from the core function of delivering the National Curriculum. However, Extended Schools are exempt from these conditions.

### **Remissions**

Where the parents or guardians of a student are in receipt of Income Support or where a child receives/is entitled to Pupil Premium, the Governing Body will remit in full the cost of board and lodging for any residential activity the academy organises for the students if the activity:

1. takes place within academy hours, or
2. forms part of the syllabus for a prescribed public examination or fulfils statutory requirements relating to the National Curriculum or Religious Education, irrespective of whether the activity takes place within or outside academy hours.

Any other remission arrangements for a particular activity or student will be entirely at the discretion of the Academy Governing Body. Any subsidy provided by the Governing Body will be met from the limited funds at its disposal.

### **Voluntary Contributions**

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the Academy or in support of any academy activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and students will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

### **Breakages and Damage to Academy Property**

If students deliberately damage Academy property, or if Academy property is damaged whilst students are acting unreasonably, the Academy reserves the right to charge students or their parents for costs incurred in repair.

The Academy cannot pay for damage to property nor can the Academy provide compensation for property which is lost, stolen or damaged. Clear guidance is provided by the school regarding the possession and care of valuables.

### **Hardship and Special Circumstances**

Under the broad principles embodied in the “Every Child Matters” agenda, Governors are supportive of any measures taken by the school to support the most vulnerable students. In support of Equal Opportunities, the Governors will take all available measures to ensure that there is no discrimination nor prejudice shown in their actions.

Cases of hardship can be brought to the attention of the Headteacher who can use their discretion in providing financial or material support from the schools private fund. The level of support will be reported to governors Finance and Management Committee. The Headteacher must take into account the limited nature of this funding.

### **Guidelines**

Students in receipt of pupil premium should not be asked for voluntary contributions, these will be made from their pupil premium. Heads of Year should consult the Headteacher over pupil premium funding for other activities.

All letters to parents must point out that contributions towards curriculum based activity are voluntary and not contributing will not precluded their child from taking part.

All letters to parents must point out that they may write to the Headteacher to request financial support for non-educational activity.

The School Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.