



**Yardleys**  
**School**

**WORKING TOGETHER FOR A BETTER FUTURE**

## CHARGING AND REMISSIONS POLICY

Adopted by Governors:

Signed.....

Date.....

This policy is reviewed annually by the Finance, Premises and Staffing Committee

Review date.....

## POLICY INFORMATION

Date of last review	November 2018 March 2019	Review period	One year
Date ratified by governors		Governors' committee responsible	FPS
Policy owner	Tracy Grimston	SLT member responsible	Jill Wilson
Date of next review	March 2019		

## Reviews/revisions

Review date	Changes made	By whom
November 2018	No changes	
March 2019	New paragraph re. external examinations outside school curriculum offer.  Link to latest DfE guidance "Charging for School Activities 2018"	

## Dates of linked staff training (if applicable)

Date	Course title	Led by

## EQUALITY AND GDPR

All Yardleys' policies should be read in conjunction with our [Equal Opportunities](#) and [GDPR](#) policies.

### Statement of principle - Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

### Statement of principle - GDPR

Yardleys School recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Yardleys School is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

## **CHARGING AND REMISSIONS POLICY**

### Rationale

The Governing Body of Yardleys School recognises the valuable contribution that wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### Context

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Academy. No pupil may be left out of an activity because their parents cannot or will not make a contribution.

### Aims

- To make school activities accessible to pupils regardless of family income
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and;
- Which acknowledges the cost of such activities to the school's budget.

The Education Reform Act states that trips must be organised on the basis of voluntary contributions from parents. Every child has the opportunity of taking part in the trip, but we can only organise it if we are sure that sufficient voluntary contributions will be forthcoming to cover the cost.

### Individual instrumental tuition

The full cost to the pupil for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus, and if the tuition is requested by the pupil's parent/carer.

### Visits and Activities

Voluntary contributions may be requested from parents to cover the cost of school visits and activities. Pupils will not be treated differently whether or not their parents have made a contribution. However, if sufficient funds are not collected, the visit may need to be cancelled.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission.

Yardleys School acknowledges its obligations under the Charging for School Activities document – May 2018, published on the Department for Education website for further guidance.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school)

### Examination entry fees

The school may charge for an examination entry re-sit fee if the re-sit is at the request of a parent.

The school will consider requests to facilitate external examination entries for students in subjects outside the school curriculum offer and may provide support for example invigilation or supervision. Examination fees for such entries will normally be passed on to parents/carers.

### Non- Examination Assessments

Parents will be charged an administration charge for internal appeals requesting the review of a mark for all non-examination assessments. The charge will range from £36 to £46, depending on the subject.

### Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Head Teacher.

### General

The Governing Body may from time to time amend categories of activity for which a charge may be made. Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions.