

# MAGDALEN COLLEGE SCHOOL

## CHARGING & REMISSIONS POLICY

(Statutory Policy- Annual Review)

### GOVERNORS' FINANCE & RESOURCES AND PERSONNEL COMMITTEE

<b>Date next due for review by committee</b>	<b>Reviewed by committee</b>	<b>Any Changes YES/NO</b>	<b>Approved by Full Governors</b>
	20/10/2009	No	Reported 1/12/09
October 2010	12 Oct 2010	No	
October 2011	October 2011	Yes	6 December 2011
October 2012	26 March 2013	Yes (16-19 Bursary Policy appended)	25 June 2013
March 2014	13 May 2014	Yes	1 July 2014
March 2015	3 March 2015	Yes (minor)	n/a
March 2016	15 March 2015	Yes (to dates only)	n/a
March 2017	13 June 2017	Yes (16-19 Bursary Policy, appendix, removed)	Ratified by committee 13 June 2017
June 2018	12 June 2018	No	n/a
June 2019	11 June 2019	Yes - Minor	n/a
June 2020			

# CHARGING & REMISSIONS POLICY

Magdalen College School believes that all pupils should have an equal opportunity to benefit from school activities and visits.

This Charging and Remissions Policy describes how the school will endeavour to ensure a good range of visits and activities are offered and, at the same time try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires schools to have a policy on charging and remissions for school activities which will be reviewed each year.

## **No charges will be made for:**

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
  2. Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
  3. Entry for a prescribed public examination, if the pupil has been prepared for it at the school\*;
  4. Education provided on any trip that takes place during school hours;
  5. Education provided on any trip that takes place outside school hours
    - a. if it is part of the National Curriculum, or
    - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
    - c. part of the school's basic curriculum for religious education;
  6. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
  7. Transport provided in connection with an educational trip.
- \* *If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.*

## **Activities for which a charge may be made....**

### 1. Residential Trips

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

### 2. Residential Trips (non-essential)

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- i) if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- ii) if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### ***Is a Residential Trip in or out of school time?***

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting

and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

### 3. Non-Residential Trips

Charges may be made for non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

### 4. Examination re-sit(s)\* even if the pupil is being prepared for the re-sit(s) at the school;

### 5. Materials and Textbooks

A voluntary donation is requested at the beginning of each Academic year to help contribute to the cost of equipment and materials used in the subjects of art and design technology in order that students can take home and enjoy their practical work.

Recommended voluntary contribution per group/ per academic year

Year 7 - 11    £5 per year

In certain circumstances students may wish to bring in specific materials to use in their project work, particularly at GCSE and A level. This is acceptable and falls outside of this policy.

In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets or is unable to make a voluntary contribution, they may still take part in the activity but may not take home the final outcome. Textbooks are provided free of charge, but in some subjects, additional revision guides are available for purchase.

### 6. Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

### 7. Lettings

The school will make its facilities available to outside users. This is managed and supervised by an external organisation who set appropriate charging rates.

### 8. Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.

## 9. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

The school will seek to manage voluntary contributions by

- i) Informing parents that the activity cannot be funded without voluntary contributions at the outset. A letter to parents might therefore include the following.

“The School is proposing to take a group to the theatre on.... Before the visit can take place £300 must be raised to cover the 30 places. This is an average of £10 per place. We wish to make it clear that no pupil will be denied participation in the visit, if it takes place, on the grounds that no contribution has been made on his/her behalf. However, in the event that insufficient voluntary contributions are made, the trip may be cancelled”

- ii) Parents must be informed that if insufficient contributions are raised, the trip or activity may have to be cancelled.

## 10. Remissions Policy

- i) If the parent or carer of a pupil is in receipt of income support, income based jobseekers' allowance, Universal Credit, support under part VI of the Immigration and Asylum Act 1999; or child tax credit (providing that they do not also receive Working Tax Credit or any related benefits and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190 per year - this figure being the 2018/19 earnings threshold for free school meals).
- ii) charges in respect of board and lodging will be remitted in full. It is the responsibility of the parent/guardian to apply to the school via the appropriate application forms. (Appendix II)
- iii) The Headteacher, Personnel, Finance & Resources Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- iv) The Headteacher, Personnel, Finance & Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.
- v) The Headteacher, Personnel, Finance & Resources Committee or Governing Body may apply the above principles to voluntary contributions and subsidise the trip from school funds.