



# Groby Community College

## Achieving Excellence Together

# CHARGING & REMISSIONS POLICY 2013-14

Reviewed March 2014  
To be reviewed annually  
For Finance & Premises Committee approval:

Viv Galloway

25/03/14

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**Signed: Chair of Governors' Finance & Premises Committee**

**Date**

## **Introduction**

Grobby Community College, in line with the 1996 Education Act and the Local Authority, supports the principle of maintaining the right to free school education. There is no charge for provision which delivers the National Curriculum or which prepares a student for public examination. Provisions include providing teaching staff and equipment in lessons including consumables. During extended out of college activities i.e. not part of the National Curriculum but supporting other interests such as sports coaching, some charge may be made to cover the cost of these optional extra activities. Also budgetary constraints may reduce the range of activities which the college is in a position to offer, and as a result some additional activities will be dependant upon parental voluntary contribution in order to offer a wide variety of experience to students. In addition to the free provision during the college day, students whose parents/carers are receiving Income Support, Income Based Job Seekers Allowance, support under Part 6 of the Immigration and Asylum Act 1999 or Child Tax Credit will not be charged. (See note 1 at the end of this policy).

## **Aim**

To enhance students' educational experience and increase the potential for students making good progress.

## **Delivery**

The Principal and Assistant Principal - Business will be responsible for the review and implementation of this policy. The Governor with monitoring responsibility is XX.

## **The Curriculum**

Most students choose to equip themselves with the basic materials which are required for their courses and exams at the college. This independence is encouraged as part of our process of preparing students for life. During the college day books, materials, instruments and other equipment for use in connection with education will be provided during school hours by the college.

Students in years 10 and 11 will be offered the opportunity to purchase their own individual copies of a text book if they wish to use them at home or out of lessons in preparation for examinations, revision and reference purposes, and as it is their own copy they may wish to annotate them during the course. In post 16 the basic text book for each student is provided by the college. In some instances students may be advised to loan or buy additional materials.

The college is able to purchase some equipment and material in bulk and are able to offer these to students and parents/carers. Parents/carers have the discretion to decide whether to take up this offer. All requests are made through the college Finance Office and are receipted accordingly.

The governing body reserves the right to make a charge in the following circumstances for activities organised by the college:

- a) Activities mostly outside college hours
- b) Residential activities - the board and lodging element
- c) Additional music tuition

## **Public Examinations**

- a) No charge will be made for entry to a public examination if the student has prepared for it at college.
- b) Where a student has not been prepared for a public examination by the college there will be a charge for the cost of entering the student for the examination if previously agreed by the parent. Payment to be made prior to the exam.
- c) If a student fails without good reason to complete the examination requirements for any public examination for which the college has paid (or is liable to pay) an entry fee, the Governing Body may recover the fee from the parent.
- d) Charges will be made for resits where no further preparation has been timetabled by the college. Payment to be made prior to the exam.
- e) Where parents/carers/students initiate/request a resit then they are to pay in full. Payment to be paid prior to the exam.

## **Remissions**

In order to remove financial barriers the college agrees that some activities and visits where charges can legally be made be offered at no charge or a reduced charge to parents/carers in particular circumstances. (See note 2 at the end of this policy).

Where circumstances allow, a system of payment by instalments can be offered.

## **Additional Services**

Resources permitting, the college may offer services and activities beyond the college day, to help achieve better outcomes for children, young people, their families and the wider community.

Depending upon the nature of the additional service provided a charge may be levied.

- Parents/carers will be expected to pay for the full cost of any child care offered.
- Parents/carers may be charged for referral to other services.
- Full market value will be charged when an additional activity takes place unless subsidised by other sources of income.

However, to ensure that full access is available to all families, families whose children are in receipt of free school meals will not be expected to contribute the full cost of an additional service provided.

Where an activity incurs additional cost to the college and a student fails to attend without giving good reason, or acts in a way to incur further cost, the charge or a proportion at per head rate, will be passed on.

## **Charges to damage to equipment and college property**

Where a student wilfully and deliberately causes damage to college property whether liability is admitted or not, the parents will be invoiced for the appropriate amount to rectify the damage. With limited resources, the college cannot fund such expenditure.

## **Letting school premises to a third party**

Non profit making, governmental and voluntary sector organisations, providing educational, public health or information services to the benefit of the local community will

be charged for the use of the college facilities in accordance with the scales of charges for affiliated societies, bar the affiliation fee.

Private and commercial, profit making organisations, using the premises for their own purpose, rather than providing an educational or leisure service to the local community, will be charged at a commercial rate as published.

Charges for use of facilities by affiliated groups can be found in a separate document: Community Charges – Affiliated Society Lettings. A 20% reduction will be applied to all junior clubs affiliated to the college.

For up to date legislation please refer to appropriate websites i.e. for the Dfe (Department for Education).

### **Note 1**

All requests for voluntary contributions will emphasise their voluntary nature and the fact students of who do not make such contributions will be treated no differently from those who have.

The law says:

- If the activity cannot be funded without voluntary contributions the parents/carers will be notified of this from the outset.
- No student will be excluded from an activity because parents/carers are unable to pay.
- If insufficient contributions are raised the trip or activity may have to be cancelled.
- If a parent is unable or unwilling to pay, their child will be given an equal chance to go on the visit.

### **Note 2**

Qualification for remission:

- Income Support
- Income based Jobseekers Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit - providing that working tax credit is not also received and the family's income (assessed by the Inland Revenue) does not exceed the appropriate amount allowance as stated for the current tax year.

