



Name:	Charging and Remission for School Activities
Approved by:	Governors – F, B&E Committee
Policy Created:	2007
Date of review	3 years
Update Approved:	May 2019
All policies are available to stakeholders either on the school website or upon request from the school office.	

## PRINCIPLES AND DEFINITIONS

**The Charging and Remission for School Activities Policy is guided by and committed to the following principles:**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

Where an issue arises that is not specifically dealt with within this policy, decisions will be made which are in line with the spirit of the policy and of the two sources detailed above.

### Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

## PURPOSE

**The aims of this Charging and Remission for School Activities Policy are to:**

- Have robust, clear processes in place for charging and remissions;
- Clearly set out the types of activity that can be charged for and when charges will be made.

## POLICY

<b>1.</b>	<b>Activities for which charges are not made</b>
<b>1.1</b>	<p>Charges are not made for admission to Altrincham Grammar School for Girls or for activities that take place during school hours. These activities include: -</p> <ul style="list-style-type: none"><li>▪ All aspects of the national curriculum.</li><li>▪ Anything required as part of the specification for a prescribed examination.</li><li>▪ Examination entry fees for public examinations for which registered students are being prepared at the school (see section 3.4).</li><li>▪ The provision of books, equipment, materials or transport in relation to any activity that cannot itself be charged for. However, parents may be asked to contribute voluntarily towards the costs of materials or ingredients where the finished product will then be owned by the student.</li><li>▪ Non-residential school trips and visits that take place substantially (50% or more) during school hours (see section 3.2). A contribution towards the costs will be requested but parents are under no obligation to contribute.</li></ul>



<b>1.2</b>	The costs of travelling to and from home when students are on work experience are met by parents/carers.
<b>2.</b>	<b><u>Voluntary Contributions</u></b>
<b>2.1</b>	<b>Trips and Activities</b> Where charges are not made but where contributions need to be requested to ensure financial viability of the trip or activity, information sent out to parents will include the following statement: - “We wish to make it clear that if the visit takes place, no student will be denied participation on the grounds that no contribution has been made on their behalf. However, please be aware, if insufficient contributions are made we will be unable to proceed with the trip.”
<b>2.2</b>	<b>School Fund</b> Contributions to the School and Capital Fund are requested from parents each year. These contributions are purely voluntary and a student will not be excluded from any activity because their parents have not contributed. The donations for the school fund are used to fund items such as guest speakers, various societies, clubs, performances, concerts, unforeseen occurrences on school trips, tuition that falls outside the scope of the curriculum, workshops, seminars, assistance with school uniform purchases in exceptional circumstances, coach hire and school event subsidies. The donations for the capital fund are for the improvement of school facilities.

<b>3.</b>	<b><u>Activities for which charges are made</u></b>
<b>3.1</b>	Charges are made for: - <ul style="list-style-type: none"><li>▪ Residential School Trips (section 3.2)</li><li>▪ Musical instrument and speech and drama tuition (section 3.3)</li><li>▪ Certain fees associated with public examinations (section 3.4)</li><li>▪ Photocopying for private use (section 3.5)</li><li>▪ Cost of Damages (section 3.6)</li></ul>
<b>3.2</b>	<b>Residential School Trips</b> The board and lodging element on school trips will always be charged for. This is irrespective of whether the trip has occurred within school hours or not, or whether the trip has taken place to fulfil the requirements of the national curriculum or as part of a prescribed syllabus. Additionally, if more than half of the trip takes place outside school hours, the remaining costs will be charged for in full.  <u>Remission of Charges</u> If a year group or curriculum residential activity takes place largely during school time, no charge will be made for pupil premium or Year 12/13 bursary students. Further assistance may be available to parents who are whose parents are in receipt of other means tested benefits.
<b>3.3</b>	<b>Musical Instrument and Speech and Drama Tuition</b> The tuition fees charged for individuals and small groups (of up to four) constitute a private arrangement between the tutor and the student. As such, fees are payable to the tutor direct and no charges are made by the school.
<b>3.4</b>	<b>Public Examinations</b> As mentioned in section 1 above, all normal costs associated with prescribed public examinations are borne by the school. This includes any costs associated with re-marks and re-sits where the school has requested that these take place.



	<p>However, if a student or parent/carer requests a review of marking, a re-sit or a copy of an examination script, a charge will be made to the parent to cover costs. This amount shall correspond to any relevant fee levied to the school by the examining body, any additional invigilation costs, plus a £20 administration fee for each request.</p> <p>If a student wishes to sit an examination for which the student has not been prepared at the school, a charge will be made to cover costs. This amount shall correspond to any relevant fee levied to the school by the examining body, any additional invigilation costs, plus a £20 administration fee for each request.</p> <p>There may be occasions when a request comes from another school to sit one or more of their students for an examination at Altrincham Grammar School for Girls. In this eventuality, and where this request is accepted, all costs associated with the examination plus a £20 administration fee will be charged to the parents of those students.</p>
<b>3.5</b>	<p><b>Photocopying/Printing</b></p> <p>All photocopying/printing costs associated with provision of the curriculum are borne by the school. Voluntary contributions to support the provision of resources may be requested from parents on occasion. Students receive a termly allowance for printing/photocopying. Students who wish to purchase additional printing/photocopying credits may do so from reception.</p>
<b>3.6</b>	<p><b>Cost of Damages</b></p> <p>These include any damages to the fabric of the school premises (such as a broken window) and the defacing, loss or breakage of books or classroom equipment. In such cases, especially where the damage is due to unacceptable behaviour on the part of the student, parents will be asked to pay the cost of repair or replacement. Such charges may be reduced or waived on an individual basis if this is deemed to be appropriate on educational grounds.</p>

<b>4.</b>	<p><b>Remissions</b></p>
<b>4.1</b>	<p>Further to section 3.2 above, for students in receipt of pupil premium funding or 16-19 bursary there may be a remission of charges for some of the activities set out in sections 3.1 to 3.5. This is determined by the school's pupil premium objectives and the 16-19 bursary policy, which are regularly reviewed and available to view on the school's website.</p>

<b>5.</b>	<p><b>Conclusion</b></p>
<b>5.1</b>	<p>The Governing Body wish to continue to offer students as wide a range of opportunities as possible and hope that parents will, where possible, look sympathetically on requests for voluntary contributions.</p>

## RESPONSIBILITY

<b>Responsible Staff</b>	Mr Richard Berry
<b>Approving body</b>	Governors – F,B&E Committee