



## BISHOP VESEY'S GRAMMAR SCHOOL

### Charging and Remissions Policy

Date of last review:	June 2023
Review prepared by:	Graham Swindells, Finance and Operations Director
Review date/by whom:	June 2024 – Finance and Operations Director
School adoption date (for reviewed policy)	19 <sup>th</sup> June 2023
School's annual review date/by whom:	Annually in June by Headteacher
Signed by Chair of Finance Estates and People	

#### **Executive Summary**

This is the eleventh review of this policy following adoption in June 2013 (it is not a model policy from BCC however it is based on best practice and other local authority school model policies then adapted for BVGS).

It is now recommended to be approved by the Finance, Estates and People Committee.

## 1. **RATIONALE**

This policy is written with the United Nations Convention of the Rights of The Child in Mind. All of our policies bear in mind Articles 3 and 28 - the child's best interests and the right of the child to an education.

The Governing Body of Bishop Vesey's Grammar School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. We believe such enrichment builds student leadership, independence and resilience.

The Governing Body continues to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

## 2. **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 School. No student may be left out of an activity because their parents cannot or will not make a contribution of any kind.

## 3. **AIMS**

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

## 4. **CHARGES**

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

### **a) Residential Activities Taking Place Largely During School Hours.**

The full cost to each student of board and lodging. Parents have the right to claim reduced fee activities if they are in receipt of the following state benefits:

- Income Support
- Income based Job Seekers Allowance
- Support under section VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided that working Tax Credit is not also received.
- Universal Credit

***Evidence of state benefits will be required before any reduced fees are applied.***

### **b) Activities outside School Hours**

The full cost to each student of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum including Match Fees.

### **c) Extra-Curricular and Optional Activities during School Hours**

The full cost to each student of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

### **d) Individual Instrumental Tuition**

The full cost (as detailed below) to the student for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

Rates for 2021/22 (per School Term) are:

- Shared students (Max 4 students, **Grade 5 Maximum**) lesson 30 minutes **£10.70** per lesson (Where there is no student for your son/daughter to share a lesson with, a 15 minute lesson may be offered) **£353** per year
- Individual student 20 minutes **£14.25** per lesson **£470** per year
- Individual student 30 minutes **£21.35** per lesson **£705** per year

Parents are invoiced at the **beginning** of each term for term coming up so that we can receive payment before tuition starts. The Terms and Conditions for Instrumental and Vocal Lessons must be adhered to.

**e) Revision Guides**

The full cost of revision materials acquired through bulk purchase for use with GCSE & A Level Courses.

**f) Text Books**

The full cost of text books acquired by the individual pupil to facilitate annotation and personal study practices

**g) Public Examinations**

- a) Where no preparation has been provided by the school
- b) Where a student has engaged in a non-prescribed examination.

**h) Re-sits for Public Examinations**

- a) Where no further preparation has been provided by the school
- b) Where a student has not achieved the required standard or in the event of failure where the school has paid the original examination fee.

**i) Breakages and Replacements**

Full or part cost of breakages and replacements as a result of damages caused wilfully or negligently by pupils.

**5. REMISSIONS**

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to the Inspiration and Excellence Fund. All students will be treated the same whether or not their parents have made a contribution.

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 financial hardship and or Pupil Premium entitlement. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chairman of Governors will make authorisation for such remission.

**6. VOLUNTARY CONTRIBUTIONS**

Voluntary contributions may be requested from parents to cover the cost of any activity undertaken.

**7. GENERAL**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make 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.