



Penistone Grammar School

Advanced Learning Centre

Policy Statement:
**Charging and
Remissions**

Never Stop Flying

This Policy has been formulated in accordance with the Local Authority's guidance on Charging for School Activities.

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This policy was reviewed in **April 2016** and approved for implementation by the **Governing Body** in June 2016.



Signed as Approved  on 9 June 2016 date
(On behalf of the Governing Body)

1. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

2. Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Principal is responsible for implementation. Any determinations with respect to individual parents/carers will be considered jointly by the Principal and Governing Body.

3. Prohibition of Charges

The Governing Body of the School recognises that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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 student is being prepared for at the school, or part of religious education;
- tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the school;
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school;
- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when they has been prepared for that examination at the school;
- transport provided in connection with an educational visit;
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

It should be noted that a charge can be made for any materials, books, instruments or equipment, where the child's parent wishes him to own them.

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4. Charges

Penistone Grammar School ALC intend to make a charge for the following:

- a) Board and lodging on residential visits (not to exceed the costs). In and out of school hours.
- b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) Travel
 - (ii) Materials and equipment
 - (iii) Additional support staff costs
 - (iv) Entrance fees
 - (v) Insurance costs
- c) Individual tuition in the playing of a musical instrument whether in or out of school hours.
- d) Re-sits for public examinations where no further preparation has been provided by the school, i.e. timetabled lessons.
- e) Costs of non-prescribed examinations where no further preparation has been provided by the school.
- f) Any other education, transport or examination fee unless charges are specifically prohibited.
- g) Breakages and replacements as a result of damages caused wilfully or negligently by students.
- h) Extra-curricular activities and school clubs, where appropriate.
- i) School meals and refreshments at break time provided on a daily basis during school hours.

5. Remissions

Where the governing body have determined to charge for board and lodging on a school visit the following paragraph must be included.

Children whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school visits.

The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Credit where the income does not exceed £13,320 per annum.
- e) The guaranteed element of State Pension Credit.

In respect of (d) above account will be taken of any revision to the amount as advised by the Local Authority.

6. Voluntary Contributions

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Parents will be invited to make a voluntary contribution for the following:

- a) Ingredients used in cookery
- b) Essentials used in Design Technology
- c) Transport and admission fees for visits out of school hours
- d) Transport and admission fees for visits in school time
- e) Transport and admission fees and residential costs for field studies

The terms of any request made to parents/carers will specify that the request for a voluntary contribution and in no way represents a charge, in addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered students at the school will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Principal.

Where the cost of an activity is not met by voluntary contributions the school reserves the right to cancel that activity. Students who do not participate in a voluntary activity during school time will be supervised and taught in school.

Voluntary contributions will be used to:

- Pay for ingredients used in the technology classes i.e. cookery
- Pay for wood etc. and essentials needed in Design Technology
- Pay for transport and admission fees for visits in and out of school hours
- Pay for transport and admission fees and residential costs for field study visits



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