

THE PEELE COMMUNITY COLLEGE

CHARGING AND REMISSIONS POLICY

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This policy has been drawn up to conform to the charging arrangements for Maintained Schools set out in the Education Act 1996.

The Governing Body recognises that the Act prohibits charges for college activities which take place within college hours and/or are part of the college curriculum. This policy reinforces that principle, whilst setting out those college activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

1. EDUCATIONAL ACTIVITIES TAKING PLACE DURING COLLEGE HOURS

Education provided during college hours will be free of charge.

College hours are:

- a) As published by the college in its prospectus
- b) Any “twilight sessions” used to deliver the college curriculum
- c) The midday break is excluded.

No charge will be made for books, materials (with the exception of some food ingredients) or equipment deemed necessary to meet the requirements of the college curriculum. However, materials which result in a finished product may be charged for.

Voluntary contributions may be requested to enable the college to run extra activities, including visits, which are educationally desirable. The college will make it clear in its communication to parents that these contributions are voluntary, and that no student will be treated differently according to whether or not the parent/carer has contributed. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

Where a non-college or LEA organisation arranges an activity to take place during college hours and parents/carers give their consent to their child taking part in the activity, such an organisation may make a charge.

2. EDUCATIONAL ACTIVITIES TAKING PLACE OUTSIDE COLLEGE HOURS

A charge may be made for activities which take place wholly or mainly outside college hours except where the activity is required either:

- a) As part of the syllabus of a prescribed public examination, or
- b) To fulfill statutory requirements of the National Curriculum or of Religious Education, in which case no charge may be made other than for board and lodging on a residential visit.

For all other activities outside college hours the charge will be set to cover the cost of such items as:

- Transport/ travel costs
- Board and lodging
- Entrance fees
- Insurance costs
- Any materials required for the activity
- Incidental expenses
- Costs incurred as a result of teaching and support staff supervising the activity.

The charge should not subsidise any other student participating. Any remission of charges for individual students would be met from the School Fund.

A student’s participation in the activity is dependent on the agreement of their parent/carer to meet the cost of the activity, and this agreement will be a pre-requisite to the student’s inclusion.

3. ENTRY FOR PUBLIC EXAMINATIONS

No charge will be made for a student's first entry to a prescribed public examination for which the student has been prepared at the college, whether during or outside college hours.

A charge will, however, be made for:

- a) Re-sit examinations, dependent on qualification, please clarify with the Exams Officer
- b) Re-marks and clerical checks requested by students
- c) An examination for which the student has not been prepared by the college
- d) Where the student fails without good reason (in the judgment of the Governing Body) to meet the requirement of any public examination, e.g. by non-attendance, and where the college originally paid the entry fee
- e) Where, without good reason, a student's attendance on the course falls below 90%.

The charge will comprise the fee levied by the Examinations Board, plus an administration fee to be retained by the college.

4. MUSICAL INSTRUMENT TUITION

Charges will not be made for class musical tuition during college hours or out of college hours where it forms part of the syllabus for a prescribed public examination or is required as part of the national curriculum.

A charge will, however, be made for teaching a student to play a musical instrument either individually or in a group.

Where a charge is made for musical instrument tuition, the parent/carer will be invoiced direct by the college or alternatively by the teacher of that instrument in advance of the lessons. If invoiced direct by the teacher then the 'contract' underlying that activity will be between the teacher concerned and the parent.

5. LOSS OR DAMAGE TO COLLEGE PROPERTY

Loss of, damage to, or breakage of college property, e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Similarly a charge will be levied in respect of willful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the college.

6. TRANSPORT

Parents/carers may be required to meet the cost of transport from home to an activity sanctioned but not provided by the college e.g. travel to Work Experience.

7. OTHER CHARGES

The college may levy a charge for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an Ofsted Report.

8. REMISSION OF CHARGES

Parents/carers may apply to the college for remission of charges in whole or part towards the charges for certain activities or for assistance towards the purchase of uniform items.

To qualify for help, parents /carers must contact the Headteacher and if requested, provide proof of their income or benefit.

Parents/carers in receipt of one of the following will be given remission of charges:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part V1 of the Immigration & Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190
- Working Tax Credit run-on for 4 weeks after you stop qualifying for Working Tax Credit
- Guaranteed Element of State Pension Credit
- Universal Credit.