

# **BISHOP'S HATFIELD GIRLS' SCHOOL**

## **CHARGING AND REMISSIONS' POLICY**

<b>Date of last review:</b>	<b>Autumn Term 2015</b>
<b>Date of next review:</b>	<b>Autumn Term 2017</b>
<b>Adopted by Governors:</b>	<b>18<sup>th</sup> November 2015</b>

## BISHOP'S HATFIELD GIRLS' SCHOOL

### CHARGING AND REMISSIONS' POLICY

#### The Charging Policy

**BHGS** charges for the following areas of activity as permitted under the Education Act 1996:

- board and lodging on residential visits
- costs incurred in providing individual tuition in learning and playing a musical instrument whether in or out of school hours
- optional extra activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination, and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education, participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made
- the cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours
- the cost of re-sits of prescribed public examinations where no further preparation in terms of timetabled lesson time has been provided by the school
- the cost of entering a pupil for a second public examination when preparation by the school enables the pupil to take more than one examination
- the cost of examination late entry or amendment fees depending on the reason for lateness or change
- the cost of any scrutiny of examination results if so requested by parents
- the cost of any books (eg literature texts) where pupils will need to make annotations in the books as part of their learning
- the cost in cash or in kind of ingredients and materials needed for practical subjects such as food, textiles, design technology or art if parents have indicated in advance a wish to own the finished product.

#### **Additionally:**

- the cost of repairs or replacements to buildings and learning resources where wilful damage or loss has been caused by a pupil.

## **The Remissions' Policy**

- The charge for the board and lodging costs of a residential visit, where the education on that visit must otherwise be provided free, will be remitted in the case of pupils whose parents or carers are in receipt of:
  - Income Support
  - Income-based Jobseeker's Allowance
  - Council Tax Benefit
  - Housing Benefit
  - Support under part VI of the Immigration and Asylum Act 1999
  - Working Tax Credit with a household income of less than £15,050
  - Pension Credit (Guaranteed Credit only)
  - Income-related Employment and Support Allowance (ESA)

For example, if the activity takes place wholly or mainly in school hours, and/or is provided as part of the syllabus for a prescribed public examination, or is required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

### **Additional considerations**

The governing body recognises its responsibilities to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection

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There exists a Local Authority's remission policy in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from the Hertfordshire Music Service.