



CARLETON COMMUNITY HIGH SCHOOL

A Specialist Science with Mathematics School

CHARGING AND REMISSIONS POLICY

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Reviewed by: H Grandfield

Reviewing Committee: Personnel & Finance

CARLETON COMMUNITY HIGH SCHOOL CHARGING AND REMISSIONS POLICY

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

Examination Entries

- A charge will be levied in respect of examination entries for students where:

The school has prepared the student for the examination and it considers that for educational reasons the student should not be entered and the student's parent/carer wishes the student to be entered.

- In these circumstances, if the student subsequently passes the examination, the school may refund the cost.
- A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- A charge will be levied for the cost of individual invigilation where behaviour is deemed to be a risk of disruption to other students.
- The charge levied in above will be the cost of the examination entry, plus any applicable centre.
- The School reserves the right to withhold exam certification until payments are made.

Materials & Textbooks

- Parents/Carers are asked to make a contribution (currently £8 per academic year) towards the cost of materials/ingredients used in art, design and food technology. Students who are or have been entitled to FSM in the past 6 years may receive a subsidy towards this cost (currently £2)
- Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

- The school levies charges in respect of music tuition if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. Students who are or have been entitled to FSM in the last 6 years (Ever 6) are entitled to free tuition.

School Trips

- A voluntary contribution will be requested for activities during and outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination however this is on a voluntary basis and a student will not be excluded from such an activity for reason of non-payment.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.
- Residential Trips (Essential) – Trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be made for board and lodgings.
- Residential Trips (Non-essential) – A charge will be levied up to the full cost of the trip including contingency and school administrative costs.
- Students who are or have been entitled to FSM in the last 6 years (Ever 6), are Looked After or are Service children will be entitled to a 20% reduction on day trips and 50% reduction on a residential trip once per academic year.
- Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

Damage/Loss to Property

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.
- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

Other charges

- The Head Teacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

Catering

The Catering Team are employed by the Academy. Payment for meals can be made via ScoPay or by cash/cheque within school.

- ScoPay is a Company which facilitates an online system that enables parents to pay money into an account via their individual username and password. The system is secure and administered by ScoPay. The payments are received into the school bank account and recorded against the student account. Meals are then purchased through a biometric finger print system and the meal cost deducted from the Students' account.
- Cash/cheque loading enables students who do not enrol for the ScoPay online service the ability to top up their account via the various machines located through the school. The money is collected by 2 members of the Catering Team and banked by the Finance staff. Cash is collected on a weekly basis by G4S.
- The students pay for meals via a biometric finger print system irrespective of account top up facility used.
- Students who receive free school meals have their accounts automatically topped up on a daily basis by the cash loader system.

Planners

The School will provide each Student with a planner on a free of charge basis once per Academic year. A charge of £1.50 will be made for a replacement planner. The School reserve the right to amend this charge in line with the Supplier's selling price applicable at the time of purchase.

Lockers

Students are charged a one off, non-returnable £10 fee to rent a locker for their personal use. A separate locker policy is in place (see attached). Students who are in receipt of Free School Meals will be entitled to a 50% discount on the cost of the locker however no student will be refused a locker on the basis of inability to pay.

Sale of Other Equipment

Various stationery items and calculators are available for Students to purchase within school. These will normally be charged at cost.

Remissions Policy

- The Head Teacher, Finance Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.
- The Head Teacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.
- The Governing Body has agreed that, once the accounts relating to a trip have been finalised, if there is a surplus balance that equates to more than £10 per student a refund will be offered.
- The Governing Body has agreed that if, when a student leaves the School, there is a cafeteria balance in excess of £2, this will be refunded in cash to the student, providing a written request is received from the Parent/Carer PRIOR to the student leaving. If a written request is received after the student has left but within 1 month, a refund will be made by cheque providing that the balance exceeds £5.

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Responsible Person: H Grandfield – Business Manager