



# Lincoln Christ's Hospital School

## Charges and Remissions Policy

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## 1 Rationale

Lincoln Christ's Hospital School (LCHS) believes that all our students should have an equal opportunity to benefit from academy activities and visits (curricular and extracurricular) independent of their parent's financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the header of the document.

The policy identifies activities for which:

- voluntary contributions may be requested
- charges will be made
- charges will not be made
- charges may be waived

## 2 Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

**The Law states:**

- If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset
- No child will be excluded from an activity because his or her parents are unable or unwilling to pay
- If insufficient contributions are received, the trip or activity may have to be cancelled
- If a parent is unwilling or unable to pay their child will still be given an equal chance to on the visit

## 3 No charges will be made for

- a) An admission application
- b) Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- c) 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 pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- d) Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education

- e) Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- f) Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made
- g) Education provided on any trip that takes place during school hours
- h) Education provided on any trip that takes place outside school hours
  - a. if it is part of the National Curriculum, or
  - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
  - c. part of the school's basic curriculum for religious education
- i) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- j) Transport provided in connection with an educational trip

## 4 Activities for which charges may be made

**a) Activities outside school hours** - Non-residential activities (other than those listed in Section 3 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours)

**b) Residential activities** - Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. Residential trips deemed to take place outside school time (other than for those activities listed in Section 3 above)

**c) Music tuition** - Additional Music tuition for individuals, outside the school curriculum.

**d) Home to school student transport** - Costs incurred by the school in providing home to school transport for students who live outside of the school's designated catchment area

**When any trip is arranged, parents will be notified of the policy for allocating places.**

**It is the policy of Lincoln Christ's Hospital school that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.**

### 4.1 Optional Extras

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

- a) Charges will/may be made for any materials, books, instruments, or equipment, **where a parent wishes their child to own them.**
- b) Charges will/may be made for music tuition. The cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil. 50% discount for pupils entitled to free school meals/pupil premium.
- c) Charges will be made for the board and lodging component of residential trips. The charge will not exceed the actual cost. Consideration of remission will be made for categories

- outlined (see below)
- d) Charges will be made for extracurricular trips and visits which fall outside of school time which are voluntary and not part of the national curriculum or examination courses. The charge will not exceed the actual cost. Consideration of remission will be made for categories outlined (see below)
  - e) Charges will be made for providing home to school transport for students who live outside of the school's designated catchment area. The charge will not exceed the actual cost.
  - f) Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
  - g) Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

## 4.2 Breakages and Damages

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc, will render the parent liable for the cost of repair or replacement. In cases of accidental damage to personal property within school, application is to be made to the Headteacher to cover full payment at his/her discretion or refer to the Finance Manager if the claim is considered to be excessive. In any matter of dispute arising over interpretation, the Head will be guided by the DfE regulations currently in use.

## 5 Remissions

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived.

**Families qualifying for remission or help with charges will be those the school receives a pupil premium (PP) allocation or 16-19 Bursary funding.**

In addition, students may be given financial assistance with uniform and equipment through the school hardship fund which is designed to support pupils where there is a demonstrable financial need.

The level of support which the school can offer is dependent on the total funding available and the number of applications received. The final decision will be made by the Headteacher.

## 6 16-19 Bursary

LCHS has a 16-19 Bursary fund which is designed to help and support any pupil over the age of 16 who faces financial barriers to participation in education, such as costs of transport, food or equipment.

This bursary is available to LCHS students where there is a demonstrable financial need.

The level of support that the school can offer is dependent on the total funding received each year from the Education Funding Agency (EFA)

All bursary payments should be linked to behaviour, performance and attendance.

All bursary payments will be paid directly into the student's bank account.

All bursary applications are made through the school's 6<sup>th</sup> form office and approved by the Head of the 6<sup>th</sup> form.

## 7 Additional considerations

The governing body recognises its responsibility 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