



Queen Elizabeth's Grammar School. Ashbourne Academy.

Charging and Remissions Policy

1. PRINCIPLES

- 1.1 The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during the school day must be made available to all students regardless of the ability or willingness of their parents/carers to contribute towards the cost.
- 1.2 The Governors also recognise the benefits of offering a wide range of additional activities, trips and residential experiences to students and aim to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.
- 1.3 The Governing Body is required by law to have a statement of general policy on charging and remissions. This policy has been drawn up to reflect the terms of the Education Act 1996 and the principals of 'A Guide to the Law for School Governors'. It is reviewed by the Governing Body on an annual basis.

2. AIMS

- 2.1 This policy sets out the school activities that will be provided by Queen Elizabeth's Grammar School free of charge, and the circumstances in which charges will be applicable. It also sets out the circumstances in which the school will remit, wholly or partly, any charge which would otherwise be payable.

3. PRACTICE

3.1 Education during School Hours

No charge will be made for admitting students to the school. Education provided during school hours will be free, including the supply of any materials, books, instruments or other equipment. Transport provided by the school during school hours to carry students from the school to activities will also be free. School hours are those when the school is actually in session and exclude the break in the middle of the school day. The current school day is made up of two sessions: morning – 8.50am to 1.20pm and afternoon – 2.20pm to 3.55pm.

3.2 Vocal and Instrumental Tuition

There is an exception to the rule about not charging for activities provided during school hours. Charges will be made for vocal or instrumental tuition provided either individually or to groups of any size where the tuition is provided at the request of the student's parents/carers and the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition and parents/carers will be notified in advance of the charge made for each lesson.



3.3 **Voluntary Contributions**

Although there will be no charge for school time activities, the school may from time to time seek voluntary contributions for the benefit of the school or activity. If the activity cannot be funded without voluntary contributions this will be made clear from the outset. It will also be made clear to parents/carers that there is no obligation to make a contribution. Where there are insufficient voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the school may take the decision to cancel the activity. If a parent/carer is unwilling or unable to pay, their child will be given an equal chance to participate in the activity.

3.4 **Activities Not Run By the School**

When an organisation acting independently of the school arranges an activity to take place during school hours and parents/carers want their children to participate, such organisations may charge parents/carers. Parents/carers must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for a family holiday. However, where an activity is organised by a third party and is approved by the school, is educational or is supervised by someone authorised by the school, then it is the Government's view that it should be treated as if it were provided by the school and no charge will be made to parents/carers. Such an activity, if it takes place outside the school premises, is an 'approved educational activity' within the meaning of Regulation 4A (a) of the Education (Student Registration) Regulations 1995 (as amended).

3.5 **Education Outside School Hours**

Parents/carers will only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum, the school's basic curriculum for religious education or the syllabus for an approved examination. These are described as 'optional extras' under the Education Act 1996.

3.6 **Education Partly During School Hours**

Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge will be made.



3.7. Residential Activities

No charge will be made for education provided on a visit that takes place during school hours, or 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.

Charges will however be levied for board and lodging, except where parents/carers are in receipt of:

- Universal Credit in prescribed circumstances (the Government plans to prescribe the circumstances when Universal Credit is fully rolled out); Income Support;
- Income Based Job Seekers Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed £16,190; The guarantee element of the State Pension Credit; or
- An income related employment and support allowance.

3.8 Public Examinations

No charges will be made for entering students for public examinations that are set out in regulations and where the school has prepared that student through the syllabus. Parents/carers will however be charged at cost an examination entry fee if:

- the examination is on the set list but the student was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the student to take it; and
- a student fails without good reason to complete the requirements of any public examination where the Governing Body originally paid or agreed to pay the entry fee, this includes failure to attend an examination;

No charge will be made for any cost associated with preparing a student for an examination but a charge at cost will be made for tuition and other costs if a student is prepared outside school hours for an examination that is not set out in regulations.

3.9 Damage To or Loss of Property and Equipment

Where a student has lost or caused damage to property or equipment belonging to the school or to another student through deliberate misuse or vandalism then the school will charge parents/carers for repairing or replacing the equipment. In collaboration with the school transport providers, the school will also charge parents for any wilful damage caused to school buses by students. Charges will be made at cost.

3.10 School Lettings

The Governing Board will from time to time allow other groups to use school premises. Charges for use of school premises are set at the start of each financial year and are available upon request or from the school website.

3.11 Training and Support to Other Organisations

The school offers a range of training and support programmes to other organisations, including its partner primary schools. Charges are made for these, the scale of which depends on the programme. Details are available upon request.