

The Wren School

Charging and Remissions Policy

Purpose and Background

In accordance with the Education Act 1988, the school is required to establish and maintain a policy which sets out those circumstances in which a charge may be levied on the parents or carers of its pupils.

This policy takes account of all relevant legislation.

Policy objectives

The purpose of this policy is to ensure that there is clarity over those items which The Wren School will provide free of charge and for those items where there may be a charge.

Management of the policy

School: This policy is implemented and managed by the Headteacher and School Business Manager.

Governing Body: The Governors' Finance and Audit Committee reviews this policy on an annual basis and recommends amendments to the Governing Body for final approval.

Approval: Full Governing Body October 2018

Next review due: Finance and Audit Committee July 2019

Associated policies

Finance Policy

Pupil Premium Policy

School Trips Policy

The Wren Nest Egg Policy

Practice and procedures

Principles

All activities and resources that are provided during the school day¹ and considered a

¹ The school day is term-time, Monday to Friday, 08:50–15:30. For non-residential activities, if the number of school hours as a fraction of the hours spent on the activity (including travel) is more than or equal to 50%, this activity is considered 'during the school day' and is not chargeable. For residential activities, if the number of full school sessions² missed as a fraction of the number of half-days³ spent on the activity is more than or equal to 50%, this activity is considered 'during the school day' and only the board and lodging element is chargeable.

² School sessions are 08:50–13:00 and 13:50–15:30.

³ Half-days are a 12-hour period ending in either noon or midnight. These may be partial, i.e. 8:30am Tuesday to 4pm Wednesday is 4

necessary part of the curriculum will be provided free of charge.

No student will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available, it may be necessary to curtail or cancel activities.

Charges

A) Charges relating to the provision of education during the school day

Charges are not made for activities that take place during school hours, on the school site.

Non chargeable activities include:

- anything required as part of the specification for a prescribed examination;
- examination entry fees for public examinations for which registered students are being prepared at The Wren School;
- the provision of books, equipment, materials or transport. However, parents may be asked to contribute voluntarily towards the costs of materials or ingredients where the student will then own the finished product;

Note: The cost of travelling to and from home when students are on work experience or educated at an alternative location is met by the parents.

- 'Curriculum Trips';

These are trips that take place substantially (50% or more) during the school day, and are considered necessary to support the learning of the school's curriculum. A contribution towards the costs will be requested but parents are under no obligation to contribute (see section B for charges applicable to residential Curriculum Trips).

In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution, but if insufficient funds are available, it may be necessary to curtail or cancel activities.

- 'Educational Trips'.

These are trips that take place substantially (50% or more) during the school day, and are considered to enhance the school's curriculum, but are not necessary. A contribution towards the costs will be requested but parents are under no obligation to contribute (see section B for charges applicable to residential Educational Trips).

half-days. A residential trip between these times would not be chargeable, other than for board and lodging.

In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution, but if insufficient funds are available, it will be necessary to curtail or cancel activities.

B) Activities and resources that incur charges

Charges will be made for:

- musical instrument tuition;

The instrument tuition fees charged constitute a private arrangement between the tutor and the student. As such, fees are payable to the tutor directly and no charges are made by the school.

- public examinations;

All normal costs associated with prescribed public examinations are borne by The Wren School. This includes any costs associated with re-marks and re-sits where the school has requested that these take place;

However, if a parent or carer requests a re-mark, re-sit or a copy of an examination script, an amount will be charged to the parent to cover costs. This amount shall correspond to any relevant fee levied to the school by the examining body, plus a small administration fee to cover costs.

- residential 'Curriculum' and 'Educational' Trips;

The board and lodging element of residential trips will always be charged for, irrespective of whether the trip has occurred within the school day or not, or whether the trip has taken place to fulfil the requirements of the curriculum or syllabus. If more than half the trip takes place outside of school hours the remaining costs will be charged for in full.

- 'Social Trips';

These trips do not take place substantially during the school day, and are therefore treated as 'optional extras'. Full costs are payable.

- administration charges arising from a student withdrawing from a trip. 5% of the total trip cost will be withheld to cover costs involved in removing a student from a trip and replacing them from the waiting list. Extenuating circumstances will be considered.

- photocopying for private use;

All photocopying costs associated with provision of the curriculum are borne by the school but the costs of private photocopying will be levied at minimal cost.

- compulsory elements of school uniform;
- cost of damages;

These include any damages to the fabric of the school premises (such as a broken window) and the defacing, loss or breakage of books or classroom equipment. In such cases, especially where the damage is due to unacceptable behaviour on the part of the student, parents will be asked to pay the cost of repair or replacement. Such charges may be reduced or waived on an individual basis if this is deemed to be appropriate on educational grounds, for example, in circumstances where a student has owned up to a misdemeanour. [The school also reserves the right to charge parents if a student has set off the school fire alarm on purpose and there is clear evidence of this.](#)

- After School Clubs;

Charges will be made for after school clubs if it is run by an external instructor or club and/or additional resources are required to run the activity.

- optional Extras, including materials, books, uniform and equipment;

When parents indicate they wish students to retain ownership of resources, a charge may be levied;

- interest applied to outstanding debts from parents/carers.

When debts remain unpaid after 3 months, interest will be charged at 2% per month. Students will not be permitted to access extra-curricular activities such as Educational or Social Trips if their parent/carer has not fulfilled their obligation.

C) Voluntary contributions and donations

The Wren School can ask for voluntary contributions to subsidise particular activities, or for a non-specified purpose that will benefit the students at the school. These contributions are purely voluntary and a student will not be excluded from any activity because parents have not contributed. Any donations are used to contribute towards the cost of guest speakers, clubs, performances, concerts, affiliation fees for sports teams, unforeseen occurrences on trips, the improvement of student facilities within The Wren School, tuition that falls outside the scope of the curriculum, workshops, seminars, minibuss costs and coach hire.

Certain activities, such as Curriculum and Educational Trips, need to be funded through voluntary contributions if they are to be financially viable. If the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made, the activity/trip will almost certainly be cancelled. There is no obligation on parents to make a contribution. Students will not be excluded from a Curriculum or Educational Trip, or any school-based activity due to their parents/carer being either unable or unwilling to pay.

Remissions

D) Pupil Premium students

Where a student is eligible for Pupil Premium funding, this additional revenue may be used to ensure that these students are able to access activities and resources that would normally incur charges.

The school acknowledges that Pupil Premium students are less likely to be able to access 'expensive trips', such as foreign trips or residential holidays, and has taken the decision to use the PPG to subsidise for each student, one expensive trip in KS3 (to a maximum of £300), and one expensive trip in KS4 (to a maximum of £600). For the purposes of distinction between key stages, KS4 is when GCSE course options commence.

Students, together with their parents/carers, should determine in advance which trip they wish to allocate this funding against. Any unused funding for these trips will be kept in each student's allocation and spent on their education.

Pupil Premium students may request that their funding also subsidises Curriculum and Educational Trips, but this is at the discretion of the Pupil Premium Leader, who will consider if this is an appropriate use of the fund. Due to the nature of Curriculum Trips, these would be very likely to be considered favourably.

E) Financial support

Parents and students are encouraged to access funding that will support them. Local trust funds, The Rotary Club and Lions will often support individuals.

Parents can write in confidence to the headteacher to apply for financial support. All requests will be dealt with in strictest confidence. Please see The Wren Nest Egg Policy for details.

No financial support will be made to contribute towards the cost of transport to or from school.

Associated documents

Education Act 1988