

MEADOWHEAD SCHOOL CHARGES AND REMISSIONS POLICY

Introduction:

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education and aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Under the terms of the Education Act 1996 Meadowhead School Academy Trust must have a policy on charging students to participate in school activities. By law students may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions but if they are unable to contribute their child should not be prevented from participating should the activity go ahead.

In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make any contribution and
- That pupils will not be treated differently according to whether or not their parents have contributed towards the planned activity

Charging:

In conformity with the requirements of the Education Act 1996, it is the policy of Meadowhead School Governing Body that Meadowhead School reserves the right to charge for:-

Provision of education – No charge will be made for the provision of education where education is provided during school hours. Where education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the curriculum/syllabus. The Academy reserves the right to levy a charge for education provision and/or for facilities where the individual is not a registered pupil of the Academy.

Instrument tuition - Musical instrument tuition will be provided free of charge where it is considered to be an essential part of either the National Curriculum or a public examination syllabus. The Academy will charge the cost of instrumental tuition where the lesson is not considered part of the National Curriculum or is not in preparation for a public examination syllabus.

Practical subject charge – The Academy will charge for, materials, ingredients, books and equipment, or require them to be provided, where the parent/carer indicates they wish to receive the finished article. The policy is to blanket charge all eligible students and allow only those who have paid to take work home.

Public examinations – Parents/carers cannot be charged for public examinations except in the following circumstances:

Recovery of wasted examination fees: where a student is prepared for any public examination by the school but fails (including failure to complete course work requirements) without any good reason to complete the examination requirements. Good reasons for failure to complete requirements include illness (supported by a doctor's note) and other exceptional circumstances as agreed by the Governing Body.

Re-sits of prescribed public examinations where no further preparation has been provided by the school

Where a student wishes to take the same subject examination with more than one examining body, the parent/carer will be expected to provide the additional entry fee.

Re-marks – where a student has paid for a re-mark and the subsequent grade exceeds the original, a refund will be made of the fee.

Visits during school hours - the academy reserves the right to levy a voluntary charge to cover the cost of educational visits and activities. Such charges cannot be enforced where the trip forms part of the curriculum, however, should the level of non-payment make a trip or event financially unviable consideration will be given to cancellation.

Residential visits – Where at least half of the time away is not normal school time or where the trip is not an integral part of the examination course, the trip can be classified as optional. Charges in respect of optional trips and activities will require parent/carer agreement and commitment to meet the charges. Parents should be made aware at the outset that the activity may be cancelled if sufficient contributions are not received.

If the residential visit is deemed to have taken place during school hours, is part of the National Curriculum or is in preparation for a public exam then only the actual cost of the board and lodging element can be charged to parents/carers.

Optional extra visits – Visits that take place outside of the school day or are deemed to be extra-curricular activity will be charged to meet the full cost of the trip or event.

Damage to school property - Parents will be charged for damage caused to the Academy premises or equipment through misuse or wilful damage by an identified student.

Remissions:

Families who find themselves in financial difficulties and who are in receipt of:

- Income support
- income based Jobseeker's Allowance
- income related Employment and Support Allowance
- support under Part V1 of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child tax credit provided that Working Tax Credit is not also received and that the family's income (as assessed by HMRC) does not exceed £16,480
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided your family annual income does not exceed £16,480)

may apply to the Academy for financial support. Reference to the free school meal list is made and documentary proof is required to validate claims.

Third Party Lettings / Use of Facilities

The Governors are keen to promote the use of the facilities by the community but recognise that this must be at no cost to the school. All lettings within the schools' access session times (7.00am – 6.00pm) will therefore only be agreed when the facilities are not needed for school purposes.

Meadowhead School Academy Trust will not normally charge its feeder schools but reserves the right to do so. Other third party users will be charged the appropriate hourly rate as set out in the table below.

Any third party lettings outside of these times are made with Kier Managed Services.

Schedule of charges for school lettings within core session times

Room	Hourly Rate
Main Hall	£ 100
Sports Hall	£ 100
Conference Rooms	£ 50
Astro Turf	£ 50
Classroom	£ 50