

# TIBSHELF COMMUNITY SCHOOL CHARGING & REMISSIONS

Ratified: February 2023  
(DCC Policy)



## **INTRODUCTION**

Tibshelf Community School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

Education during core school hours is provided free of charge by Tibshelf Community School. In determining the Charging and Remissions Policy the Governors have been mindful of this principle.

## **Voluntary Contributions**

The Governing Body reserves the right to request voluntary contributions for the benefit of the school or any school activities.

No student will be excluded from an activity if Parents/Carers are unwilling or unable to pay. Tibshelf Community School will make this clear to Parents/Carers when requesting voluntary contributions. If insufficient voluntary contributions are raised to fund a visit or activity and the school is unable to fund it from any other source, then it will be cancelled.

## **Reprographics**

Charges for the services provided by the Reprographics Department will be made at a competitive rate for personal printing requests made by staff, students and external organisations.

## **Books/Equipment/Consumables**

In most cases materials will be provided by school, but where items are produced as a result of art, product design or textiles a small charge may be levied for the cost of the materials used.

In Food Technology, parents will be asked to provide ingredients for lessons or make a nominal charge for any ingredients provided by school.

Revision Guides sold by school are supplementary to the curriculum and available to buy at the price purchased.

In the case of practical subjects, no students will be disadvantaged.

## **Lettings charges for use of school buildings and grounds**

Lettings charges are overseen by the school and managed via Actihire lettings agency, in line with Derbyshire County Council guidelines.

## **Examinations**

No charges may be made for entering students for public examinations in a public examination syllabus.

A charge will be made to Parents/Carers in the following circumstances: -

- Extra examination entries/re-sits without tuition – these will be charged to Parents/Carers where they have requested such entries
- Examinations not on the prescribed list
- Wasted exam entries – charged to Parents/Carers when the examination is wasted without an acceptable reason to school
- Re-marks requested by Parents/Carers – unless Tibshelf Community School determine otherwise

### **Damage/Loss of School Property**

Where wilful damage/vandalism, neglect or loss of property relating to Tibshelf Community School is incurred, Parents/Carers will be charged for the repair/replacement costs. This will also apply to any resources/equipment on loan to the school from external agencies providing a service to the school or any damaged property belonging to a third party where the school has incurred a replacement or repair cost.

### **Instrumental/Vocal Music Tuition**

The school may provide instrumental/vocal music tuition by bringing in external tutors within school hours at a charge to Parents/Carers. Charges may be made for tuition provided to individuals or groups of any size where the tuition is being made at the request of the student's Parent/Carer.

Charges may not exceed the cost of the provision and no charge will be made in respect of a pupil who is a 'Looked After Child' by a Local Authority.

### **Minibus Use**

60p per mile for private user

These prices to be reviewed annually.

The school minibuses are not available for general hire, but in exceptional circumstances where the school minibuses are booked for private hire use, vehicles must be returned at the end of the hire period with the fuel replenished to the same level as it was at the point of collection. This is in addition to the charges raised to the hirer for the mileage incurred during the hire period in line with unit price above.

### **Uniform**

Prices as set by the Governor approved official school uniform supplier, Banner Ltd.

### **Failed Cheques**

Where Parents/Carers have elected to make payment for activities by cheque and this subsequently is returned by the bank, the value of the cheque will be requested in cash from the drawer plus the relevant charge made by the bank to cover the 'failed cheque charge' and administration charge made by the bank.

### **Residential Visits in School Time**

The school may charge for all board and lodging, but the charge will not exceed the actual cost. Where a family is on low income or in receipt of state benefits they may write to the School Business Manager requesting financial support from the school. In this instance each case will be judged on merit and against the set criteria as used to determine free school meal eligibility, and consideration made whether any assistance can be offered.

### **Trips/Activities outside of School Time**

Parents/Carers are required to meet the cost in full.

### **All Trips/Activities**

If a student does not behave to a reasonable standard whilst on a school trip/activity and he/she has to be sent home, Parents/Carers will be responsible for collecting their child or any expenses incurred as a result of this. The costs for any property damaged due to carelessness or misconduct of a student will be the responsibility of the Parent/Carer.

### **Surpluses**

The school will ensure charges requested from Parents/Carers for trips, activities, residential visits are set appropriately to cover the anticipated costs. Any surpluses relating to each trip will be held in the Private School Enrichment Fund to support the cost of any whole school, year group activity or clearing small unplanned debts on activities.

## **Refunds**

Where voluntary contributions/payments are made for school trips/visits/activities these will be **non-refundable**. This applies to deposits and subsequent payments. Parents/Carers are informed of this when they are provided with initial information about the trip. The only exception to this is where cancelled places can legitimately be claimed under the school's Travel Insurance Policy or where an external Tour Provider cancels the trip and returns funds to the school.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given.

If the school decides to remove a student from a trip/activity for whatever reason (including behaviour and attendance) there will not be any entitlement to a full refund.

## **School to School Support**

Where support has been given to another school or where Tibshelf Community School has paid in full for provision of any kind on behalf of other establishments the school may re-charge this out to the relevant participants. Charges will be at the discretion of the Headteacher, Business Manager or the Governing Body and will be made in line with appropriate market rates.

## **Outstanding Debts**

Students that have outstanding debts relating to non-curricular activities will not be permitted on any future trips until the debt is cleared.

Outstanding monies from Parents/Carers or any other external individuals or organisations will be pursued by Tibshelf Community School, including through the courts if necessary.

## **Remissions**

Those families in receipt of one or more of the following may be offered assistance in paying for a trip if a written request is made by Parents/Carers or a longer period of payment instalments agreed to enable their child to access the activity: -

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

The Headteacher/Resources Committee may remit in full or part charges in respect of a student if it feels it is reasonable in the circumstances.