

Charging and Remissions Policy

Date approved:	28 January 2015
Review cycle/date:	Every 3 years, January 2018
Party responsible:	Finance & Premises Committee
Linked policies:	Equal Opportunities Policy

During the school day

All activities that are a necessary part of the standard school curriculum will be provided free of charge. This includes any materials, equipment and transport to take students between the school and the activity. It excludes charges that may be made for teaching an individual student or groups of students to sing or play a musical instrument. Unless the teaching is an essential part of either the school curriculum or a public examination syllabus being followed by the student(s), a charge may be made.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the student was not prepared for it at the Swanage School
- the examination is not on the set list but the Swanage School has arranged for the student to take it
- 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.

Contributions may be sought for activities during the school day which entail additional costs. In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

The Swanage School may charge for optional, extra activities provided outside of the school day. Such activities are not part of the standard school curriculum, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made.

Residentials

Where students attend residential activities, charges will be made for board, transport, lodging and other non-educational costs.

Calculating charges

When per pupil charges are made for an activity they will be based on the total actual costs divided by the number of participating students. Support for cases of hardship will come through voluntary contributions, fundraising and targeted use of pupil premium. As much notice as possible will be given to parents of the activity and the charge.

Parents who would automatically qualify for support are those whose children are entitled to free school meals.

Arrangements for monitoring and evaluation

The Finance & Premises Committee will monitor the impact of this policy by receiving regular financial reports on those activities that resulted in charges being levied, the subsidies awarded (without giving names), the source of those subsidies, and evidence of impact on students' learning.