

Leytonstone School

CHARGING AND REMISSIONS



Approved by:

Date: June 2020

Last reviewed on: June 2020

Next review due by: June 2021

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Leytonstone Business School Charging Policy

- Voluntary contributions
- School trips and visits
- Examination entries
- Materials and textbooks
- Music tuition
- Damage and loss of property
- Lettings
- Sports Centre Hire
- Other charges
- Refunds
- Remissions

Introduction

In accordance with the Educational Act 1996 sections 449-462, no charges are made to any registered pupil for any books, materials, equipment or apparatus necessary during school hours

We apply the charging policy in line with section 457 of the Educational Act. This allows charges to be made for residential school trips and artefacts made in school and taken home.

Voluntary Contributions

Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity.

Pupils will not be treated differently according to whether or not their parents have made a contribution in response to the request or invitation. However, where there are not sufficient voluntary contributions to the activity in order to cover costs, the activity will not take place.

School trips and visits

Day Trips: No charge will be made for activities outside school hours which are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

Residential trips – Essential: for residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging. Parents of pupils eligible for the PPG will be asked to make a contribution towards costs of no more than 50%.

Residential trips - Non-essential: For all other residential trips which are not essential to the National Curriculum, statutory RE or preparation for prescribed examinations, a charge up to the full cost of the activity will be levied. The school will actively seek to ensure that pupils eligible for the PPG are not disadvantaged from attending non-essential trips by excessive costs.

Examination Entries

- A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination (private candidates).
- A charge will be levied in the event that an examination re-mark is requested by a parent or student against the professional judgement of teaching staff at the school.
- A charge will not be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used.

In the case of Food Technology, pupils usually provide their own ingredients, Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition (England) regulations 2007

The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Damage to/Loss of Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been **recharged to the school**. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Condition of lettings

Payment will be paid in advance for all lettings of the school's premises. There will be a deposit of £100 for out of school hours lets for any damage and or over run of let. Deposits will be refundable on completion of checks for any issues arising during lets.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the school, the charge will be based on the site staff overtime costs,(See financial regulations for costing.)

Sports Centre Hire

The school will make a charge for all types of community use of the Sports Centre. The Schedule of Prices, which are in line with similar centres in the borough and surrounding boroughs, is reviewed annually along with all aspects of centre management.

The aims of the Sports Centre pricing policy are:

- to maximise the use of the facilities
- to maximise Sports Centre income
- that clients are not prevented from participating on the grounds of price wherever possible
- to provide concessions for the unwaged and target groups
- to promote centre membership.

Other charges

The Head Teacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing printed copies of an OFSTED report or school policies.

Refunds

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellations of the trip or activities due to circumstances beyond the school's control.
- The school deciding that a student should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposit made.
- In the event that an examination re-mark requested by a parent or student is successful (the reimbursement of fees will be made by the examination board)

Remission Policy

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances. Complete remission of any charges for the board and lodging for a residential trip will be made if a parent is in receipt of:

- Income support (Universal Credit)
- Job seekers allowance (income based)
- Child tax credits, but are not entitled to working tax credit and your annual income (as assessed by the Inland Revenue) does not exceed £16,190.
- Support under part VI of the Immigration and Asylum act 1999.
- The guaranteed element of the Pension credit.

Where the parent does not receive an eligible benefit the school will nonetheless consider sympathetically any request for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place.