



The Norwood School

CHARGING AND REMISSIONS POLICY

November 2020

The Norwood School

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INTRODUCTION

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provisions on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Charges will be waived where parent or carer is receiving one or more of the following that would make a student entitled to a free school meal:

- Income Support (IS)
- Income based job seekers allowance (IBJSA)
- Income related employment and support allowance (ESA)
- Support under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of state pension credit
- Child Tax Credit provided that Working Tax Credit is not also received or the family income as assessed by HMRC does not exceed the current HMRC value of £16,190.
- Working Tax Credit during the four-week period immediately after their employment finishes or after they start to work less than 16 hours per week
- Or
- Being paid Universal Credit as part of the Universal Credit pathfinder scheme.

In these circumstances the school will bear the cost from its budget.

Students who are classified as free school meals ever 6 and therefore eligible for pupil premium grant will have charges remitted by use of the grant received by the school. For the following activities/services charges will not be remitted (this list will be reviewed annually).

1	Admissions	No charge will be made for admissions
2	Catering	Our catering service is currently managed in-house and we offer a cafeteria service with items individually priced. The current set price for the meal of the day is £2.40.
		All students who qualify for a free school meal will receive the meal of the day at no charge.
3	Public examinations	No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school.
		We may charge parents the examination fee if a student fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This may include failure to attend an examination without good reason or exclusion from any exam to poor behaviour or cheating. This will be decided by the headteacher

		<p>We may charge parents the examination fee for a student to re-sit examinations. This will be decided by the headteacher.</p> <p>We may charge parents examination appeal or re-mark fees where the school does not support a re-mark. These fees will be fully reimbursed if the appeal or re-mark is successful.</p>
	Instrumental Music tuition	<p>A charge will be made towards the total cost of music or vocal tuition where it is provided at the request of the parent. Charges will be reviewed at the start of the academic year. A charge will be made for examination entries. Students in receipt of a Music bursary or FSM will be entitled to subsidised music lessons for one instrument or vocal tuition in small groups. These sessions are normally 25 minutes duration, 10 weeks per term. A fixed charge per session will be levied if these students choose a 2nd instrument. All other students will be charged per session, per instrument. A charge will be made for examination entry.</p>
4	Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and do not include the break in the middle of the school day)	<p>No charge will be made for activities provided during school hours, with the exception of music tuition and some Visual Arts and materials.</p> <p>No charge will be made for transport during school hours eg to fixtures although a voluntary contribution may be requested for some activities</p> <p>Parents/carers will be asked for voluntary contributions to cover any costs incurred as part of a school trip or visit. Where parents whose children are eligible for Free School Meals or qualify for Pupil Premium and may have difficulty paying all or part of a voluntary contribution, financial support is available through the Pupil Premium. No child should be excluded from any curriculum based activity on the grounds of financial hardship.</p> <p>A £10 voluntary annual charge will be made to cover the cost of ingredients, materials or resources in Visual Arts & Design Technology lessons to ensure the high quality of the curriculum is maintained.</p>
5	Activities for pupils that take place outside school hours	<p>No charge will be made for an activity that takes place outside school hours when it is:</p> <ol style="list-style-type: none"> A necessary part of the curriculum Part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school Involves students representing the school, eg a school sports team. <p>Parents/carers will be asked for voluntary contributions to cover any costs incurred as part of a school trip or visit. Where parents whose children are eligible for Free Meals may have difficulty paying all or part of a voluntary contribution financial support is available through the Pupil Premium.</p> <p>Residential or other extra-curricular activities that do not meet the above criteria are charged at cost. Where parents whose children are eligible for Free Meals may have difficulty paying, financial subsidy is available through the Pupil Premium. This will not usually cover more than 80% of the cost of the activity.</p>

6	Learning Materials	No charge will be made to students for learning materials, such as books, that are essential to the KS3 or 4 curriculum. In KS5 students are expected to purchase their own learning materials. Bursaries are available for students eligible for Free School Meals
7	Work Experience	Students are expected to cover the costs of travel and meals during their period of work experience. Students eligible for Free School Meals will be awarded a meal allowance of £2.40 per day.
8	Damage	Students will be expected to cover the cost of any damage to the school as a result of reckless behaviour or deliberate vandalism. Parents will be invoiced for this.
9	Loss or damage to school resources	Students will be expected to pay any costs of loss or damage of school resources on loan to them. This will usually be the full repair or replacement cost.
10	Arts Week	A flat charge, currently £15, will be made to cover the cost of trips, visits and outside visitors during the annual Arts Week. Where parents whose children are eligible for Free School Meals have difficulty paying all or part of this fee, financial support is available from Pupil Premium. No child will be excluded from any curriculum based activity on the grounds of financial hardship.

Activities run by other organisations

There may be occasions when an organisation other than or the school governing body arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided, but permission for children's absence must be sought from the school.

Review

The Resources Committee of the governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Review period: Annual from November 2020

Next Review November 2021