



The Norwood School

CHARGING AND REMISSIONS POLICY

March 2024

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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 may be reduced 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.

Parents falling within these categories are encouraged to contact the school trip leader so that subsidy via grant or school budget could be organised if possible to do so. 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 by Olive Dining and we offer a cafeteria service with items individually priced. The current set price for the meal of the day is £2.75 .
		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 headteachers.
		We may charge parents the examination fee for a student to re-sit examinations. This will be decided by the headteachers.
		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.
	Instrumental Music tuition	A charge will be made towards the 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 instrumental examination entries. Students in receipt of FSM or on the PP register may be entitled to subsidised music lessons (with the exception of Steel Pan 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 can be levied if these students choose a 2 nd instrument. This will be according to the discretion of the Headteachers and a student's personal circumstances. All other students will be charged per session, per instrument.
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)	No charge will be made for activities provided during school hours, with the exception of music tuition and some Visual Arts Sketchbooks and materials.
		No charge will be made for transport during school hours eg to fixtures although a voluntary contribution may be requested for some activities
		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.
		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.

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> <ul style="list-style-type: none"> a) A necessary part of the curriculum b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school c) 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 would be at a maximum discount of 30%.</p>

6	Learning Materials	<p>No charge will be made to students for learning materials, such as books, that are essential to the KS3 or 4 curriculum.</p> <p>In KS5 students are expected to purchase their own learning materials. Bursaries are available for students eligible for Free School Meals. A 'Book Deposit' is required from Sixth Form at enrollment, refundable on the safe return of any textbooks or equipment borrowed.</p>
7	Work Experience	<p>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.</p>
8	Damage	<p>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.</p>
9	Loss or damage to school resources	<p>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.</p>
10	Activity Days	<p>A charge will be made to cover the cost of trips, visits and outside visitors during the annual Activity Days. 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 or contributions made by Friends of Norwood. No child will be excluded from any curriculum based activity on the grounds of financial hardship.</p>

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.

Payment Methods

Payments for any charges will be accepted through Parentpay. Further details of payment methods will be provided to parents as required.

Outstanding debt collection

In cases where debts for school-related charges remain unpaid, the school will follow a staged approach to collect outstanding debts. Where appropriate, this may involve contacting parents or carers, and may include suspension of participation in future paid activities until the debt is cleared

Refunds for Trips and Visits

Refunds for school trips and visits are determined by the travel agent's refund policy. Parents and carers should refer to the trip letter issued by the organising teacher for specific details relating to each trip.

In most cases, a full refund will not be available once a place has been confirmed and the school has committed funds to secure bookings. The extent of any refund is dependent on the terms set by the travel agent, and any non-refundable deposits or charges applied.

For further information, parents and carers should refer directly to the travel agent's terms and conditions.

Communication with Parents

The school will communicate the costs of activities, trips, and services to parents in advance. Any changes to charges will be communicated as soon as possible to ensure transparency and allow for timely planning.

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

Next Review March 2026