

HUTTON CHURCH OF ENGLAND GRAMMAR SCHOOL

CHARGING AND REMISSIONS POLICY (Updated October 2022)

INTRODUCTION

The Governing Body recognises the valuable contribution which a wide range of additional activities, including clubs, trips and residential experiences, can make towards all aspects of students' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

CHARGING POLICY

Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours;
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the student is being prepared for at the school, or part of religious education;
- Instrumental and vocal music tuition which is part of the National Curriculum;
- Entry for a prescribed public examination provided that a student is being prepared for it at the school.

Voluntary Donations

The school may ask for voluntary donations towards the cost of school-time activities to assist with funding or transport costs, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently;
- Where there are insufficient contributions to make the activity viable then the activity may be cancelled.

Chargeable Activities

The school may recover the full costs of the following activities which may be provided directly or through commissioned services:

- Educational or other activities provided wholly or mainly outside school hours which are not:
 - (a) part of the National Curriculum;
 - (b) part of a syllabus for a prescribed public examination which the student is being prepared for at school;
 - (c) part of religious education;
 - (d) Commissioned services.
- Board and lodgings on residential visits (subject to remission arrangements);
- Cost of entering a student for a re-sit exam, in an attempt to improve his / her grade, other than in exceptional circumstances;
- Cost of entering a student for a public examination when a student, without good reason, fails to sit an exam or complete essential coursework;
- Cost of entering a student for a public examination when changes to entries are made after the published deadline at the student or parent's request;
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.

Coursework Marking Appeals

In line with JCQ regulations students and parents will be entitled to request an appeal of coursework marking if they feel procedure has not been correctly followed. Where appeals are allowed a charge of £30 will be made to cover the costs of administering the appeal. If the appeal is subsequently successful, the charge will be refunded.

Remissions Policy

When educational activities, that are part of the National Curriculum, involve the provision of overnight board and lodgings, a parent who is in receipt of Income Support, income-based Job Seekers Allowance, Family credit or Disability Working Allowance, may be eligible to have that part of the activity refunded.

Pupil Premium

The school may use Pupil Premium funding to cover the costs of a visit or activity for an eligible student if the parents feel they cannot afford to pay. This applies to activities that are not part of, but could enhance the curriculum and aid their progress such as theatre visits, fieldwork or subject competitions. Funding may also be used to subsidise places on end of year rewards trips for eligible Pupil Premium students. Situations such as these will be reviewed on a case by case basis and Pupil Premium funding used if the parents declare they cannot pay and the school feels it would be beneficial for the student to participate in the activity and an appropriate use of public funds. The funding will not be used to cover the cost of optional visits which do not relate directly to the curriculum e.g. ski trips, music trips, rugby tours.

Text-books

The school expects students in the Sixth Form to purchase their own text books. Copies of textbooks will also be provided for use in school in some subjects but students should have their own copy to annotate. Students will be advised which books they need and will be able to purchase some of them through the school at a discounted price. Any students who are eligible for a 16-19 bursary can have the cost of their text books covered by their bursary payments.

Refunds for Chargeable Activities

If a student wishes to withdraw from a chargeable activity, we cannot guarantee that payments or deposits will be refunded. When payments are made for visits, parents are committing to pay the cost in full and cannot change their mind and withdraw after the deposit stage. Anyone who does withdraw will still be liable to pay the cost of the trip in full, whether their child participates or not. The only exemptions to this would be if another child can take their place to cover the cost, or the travel company allows the number of places to be reduced without increasing the cost for the other students.

Refunds will only be guaranteed if another child is able to take up their place and no costs have been incurred by the school. If the place cannot be filled, the school cannot guarantee that a refund of any payments already made will be possible. This would depend on the nature of the trip/activity and whether or not a non-refundable deposit has been paid to another company/organisation or if additional costs have been incurred due to the change in arrangements. This is particularly relevant to residential visits. If the child's withdrawal from a residential trip is due to illness, injury or similar unforeseen circumstances the school will endeavour to refund parents by claiming on the travel insurance for the visit. Please note we will not refund payments if a child is excluded from a trip due to poor behaviour.

Where a charge has been made for an activity the contribution will go towards the funding of the travel, accommodation, participation and subsistence of all party members involved, as well as the administrative costs of the organisation of the activity. A small amount of contingency funding in case of emergencies, delays or cancellations will usually be calculated into the price, especially in the case of residential visits. If there is money left after an activity, parents will receive a refund of the overpayment if the amount remaining is less than 10% of the cost of the activity and/or the administrative cost of processing the refunds does not exceed the amount remaining. If refunds will not be processed the amount will be kept and used for activities for the benefit of

students (e.g. to subsidise games travel, extra-curricular clubs, theatre trips, cross curricular activities, revision guides or other related trips etc).