



**MAYFIELD GRAMMAR SCHOOL  
GRAVESEND**

**CHARGING AND REMISSIONS POLICY**

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## AIMS

Our school aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

The school recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards its pupils' educational experience while at Mayfield Grammar School. We aim to promote and provide such activities both as part of our broad and balanced curriculum provision as well as additional optional activities. However, due to the limited funds available in the delegated budget the school reserves the right to make a charge in the following circumstances for activities organised by the school. The school will, from time to time, review and amend the categories of activity for which a charge may be made.

## LEGISLATION & GUIDANCE

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

## ROLES & RESPONSIBILITIES

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The Governing Body also has overall responsibility for monitoring the implementation of this policy. Responsibility for approving the charging and remissions policy has been delegated to the Finance & Premises committee.

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

## **WHERE CHARGES CAN BE MADE**

### **Instrumental Tuition**

The school makes available facilities for instrument tuition via Kent Music School and peripatetic music teachers. Parents/Carers shall be responsible for meeting the tuition fees charged.

### **Physical Education & Sport**

From time-to-time pupils will be permitted to participate in physical education and sporting activities arranged in outside facilities, as an alternative to those offered within the school PE curriculum. Parents/Carers shall be responsible for any fees charged by these outside organisations.

### **Materials for Practical Lessons**

The school reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents/carers) or require them to be provided if the parents/carers have indicated in advance that they wish to own the 'finished product'. This is mainly applied to the cost of materials/ingredients for Art, Design & Technology, Food Technology and Science.

### **Damage or Breakage of Equipment**

The school will ask pupils and/or their parents/carers to contribute towards the cost of replacement or repair of items where these were damaged or broken as a direct result of pupil misconduct. This does not in any way detract from the duty of staff to brief pupils thoroughly and to manage a calm and safe working environment for all the pupils at the school.

### **School Trips & Visits/Journeys**

The school will charge parents/carers for all trips which are recreational or not compulsorily required by the curriculum and for board and lodgings on a residential trip during school hours.

School trips and visits that support the curriculum, but are not compulsory, can only take place with the support of voluntary contributions from parents/carers. No parent is obliged to contribute towards the cost of a visit nor is any child excluded from a visit because parents/carers decline to pay a voluntary contribution towards it. If there are insufficient voluntary contributions to support a visit, the visit may be cancelled.

### **School Trips & Residential Visits** (as part of school curriculum)

The school will not charge for any education provided by staff on any visit that takes place during school hours, or charge parents/carers for any supply costs for teachers employed to cover those teachers who are absent from school accompanying pupils on a compulsory residential trip/visit.

The school will charge for any board and lodgings. Parents/Carers who can prove they are in receipt of certain benefits will be eligible to contact the school and be exempt from paying the cost of board and lodgings. (see Appendix 1)

### **Examination Fees**

A pupil and/or parents/carers will be charged an examination fee where entry is not recommended by the school for educational reasons, or if a pupil fails to take the examination without good reasons or to re-sit GCSE or A Level examinations.

### **Books / General Curriculum Materials**

A charge will be levied for lost, damaged or non-returned books and general curriculum materials loaned to a pupil for the duration of a class or course.

Additionally, items are sold to support learning particularly where pupils benefit from the quality of the products and price as the school can provide value for money by bulk purchasing.

### **School Voluntary Fund**

Parents/Carers are requested to contribute an annual sum per child to the School Voluntary Fund.

The School Voluntary Fund shall be spent both on items that are of benefit to the whole school and on items which benefit individual pupils, principally those whose families are in financial difficulties.

The Fund shall be spent on a variety of items, including:

- equipment, books, etc. for the school which are not covered by public funds.
- sports coaches and contributions to the expenses of teams or individuals in competitions.
- help for families who cannot afford to purchase school uniform or other essential items.
- subsidising school visits and other extra-curricular activities including covering all or part of the costs attributable to pupils who would otherwise not be able to participate.
- prizes at Awards Evenings.

### **School Minibus**

As the school does not have a permit under Section 19 of the Transport Act 1985, no charges can be made for travel in the school minibus. Where the minibus is used for part of an activity for which a voluntary contribution has been requested, part of the voluntary contribution may be put towards the travel costs.

The school may loan the minibus to other educational establishments and similar 'not for profit' organisations. At the discretion of the Headteacher a voluntary contribution may be requested in such circumstances. In any event the group concerned would be required to indemnify the school for any loss or damage to the vehicle (including any insurance policy excess) occurring whilst the vehicle is in their control.

### **REMISSION OF CHARGES / CONTRIBUTIONS**

In some circumstances, the school may not charge for items or activities set out in this policy. This will be at the discretion of the Headteacher and will depend on the activity in question.

The school may remit in full or in part the cost of any activity for particular groups of parents/carers, for example, in the case of family hardship. Where personal circumstances are a factor in the payment of a voluntary contribution, parents/carers are asked to contact the Headteacher so that this can be discussed in confidence.

## **APPENDIX I**

Parents who can prove they are in receipt of the following benefits may be entitled to a reduction in the cost of board and lodging for residential visits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)