



THE HOLLINS

CHARGING AND REMISSIONS POLICY

DRAFT AUTUMN 2019

Date Agreed:

To Be Reviewed:

Introduction

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

Charging Policy Activities Without Charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry students between the school and an activity.
- 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 or the first programme in which the whole class engages with the Key Stage 2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a student has been prepared for it at the school.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- Any children of parents/carers 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 will be cancelled.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- 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.
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a student for a public examination not prescribed in regulations, and for the cost of preparing a student for that examination outside school hours.
- Cost of entering a student for a prescribed public examination including re-sits where no preparation has been provided by the school.

- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.
- Day care facilities.

Remissions Policy

There will be no charge for board and lodgings for students whose parents/carers are receiving income support, income-based job seekers allowance, support under the Immigration and Asylum Act 1999 or specific criteria relating to Child Tax Credit.

Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents/carers are informed of charges for individual activities.

Other Charges

The Governing Body may recover the full costs of expenditure incurred under the following categories - charges will not exceed actual cost:

- **Reprographics** The Governing Body will make a cost per copy charge for any additional photocopies and laminating requested by the student.
- **Books and Equipment** The Governing Body will make a charge for books and equipment which have to be replaced through being lost, or if they are not returned when required.
- **Practical Subjects** Under some circumstances the Governing Body may make a charge for the cost of materials where the student intends to own the item on completion.
- **Damage to Property** The Governing Body will make a charge for the cost of repairing/replacing property when damage is caused by carelessness, negligence, theft or misbehaviour.
- **Home to School Transport** The Governing Body will make a termly charge for the cost of providing students with subsidised transport from home to school and return.
- **Public Examinations** Please refer to the School's 'Public Examinations Policy' for detailed information.

In summary, an examination fee will be charged to the student/parents/carers when:

- The student is accepted as an external candidate and is not on the school role.
- A student fails without good reason to complete the requirements of any public examination or attend a public examination where the Governing Body has originally paid the entry fee.
- A student or parent/carer may request that the school makes an enquiry regarding the examination result received. If the school agrees to this it will act as an agent for the student or parent/carer. The student or parent/carer is responsible for any fees involved. If the awarding body find that as a result of the enquiry the candidates overall grade is changed then no fee will be levied and the school will refund any fee paid by the student or parent/carer for this particular enquiry

Enquiry about Results Table of Fees

All enquiries about results must be with the Awarding Body by mid September.

Service	Fee payable per script/service	
Remark	AQA	£35.95
	EDEXCEL	£28.20
	OCR	£44.30
Remark with access to script	AQA	£50.55
	EDEXCEL	£36.25
	OCR	£90.50
	WJEC	£52.00
Clerical Check only	AQA	£12.25
	EDEXCEL	£15.30
	OCR	Nil
	WJEC	£15.00
Clerical Check with access to script	AQA	£24.85
	EDEXCEL	£28.05
	WJEC	£27.00
Access to original script	AQA	£14.60
	EDEXCEL	£12.75
	OCR	£14.80
	WJEC	£17.00

*The fee payable is a guide and is subject to change in line with the awarding bodies.