



WILLIAM ELLIS SCHOOL

CHARGING AND REMISSIONS POLICY

DOCUMENT CONTROL

Approving Body:	Personnel & Resources Committee
Date adopted:	March 2012
Last review:	June 2023
Review period:	Every 3 years
Next review:	Summer 2026
SLT lead	Business Director
Statutory requirement:	Yes

BACKGROUND

William Ellis School is a comprehensive school that values the diverse backgrounds of all our students.

One of the strengths of William Ellis School is that it provides high quality, wide-ranging opportunities for all our young people.

This policy seeks to ensure that equality of access is maintained for all students of William Ellis School to benefit from the wide range of opportunities at the school. We believe that no student should be prevented from taking part in the extended range of school activities beyond the classroom because of their family's circumstances.

CONTEXT

This policy is in accord with the provisions of the Education Act 1996 and associated legislation, including the Charging for School Activities advice from DfE (May 2018).

This policy covers students in years 7 to 11; sixth form students are covered by the separate LaSWAP charging policy.

INDIVIDUAL MUSIC LESSONS

All students can apply to study a wide range of musical instruments at the school, provided in individual and group lessons.

Parents/carers should apply to the school's Head of Music if they wish their child to study a musical instrument at the school. The school reviews applications for music lessons every term.

These lessons are paid for termly. Parents/carers can get information on the current charges from the Head of Music at the school.

Where the tuition is provided at the request of the parent/carers, they will be charged for up to the full cost of providing music tuition, music and instrument hire. Subsidies are available and these are outlined below.

We want as many students as possible to study a musical instrument so have put the following schemes in place to reduce or cancel the cost of music lessons:

- All students who are following GCSE, AS or A2 in music will receive music lessons for one instrument for free
- All students who are accepted to study a musical instrument and meet the criteria below will get a subsidy for the full cost of providing tuition for one musical instrument (i.e. free music lessons). The school will ask students who qualify under the criteria for free music lessons to pay a voluntary contribution of £10 per term.

Criteria for free music lessons:

- Parent/carer can provide the school with written evidence, no more than three months old, that they receive one or more of the following benefits:
 - 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)
- The student is entitled to free school meals (FSM); or receives 16-19 Bursary Funding

School Trustees

Students who are not entitled to free music lessons as described above can apply for the School Trustees to subsidise the cost of their music lessons if they meet any of the criteria below:

- Be taking a graded examination in a musical instrument;
- Play an active part in school performances;
- Show a particular aptitude for music.

Students/parents/carers should apply to the Head of Music for free or subsidised music lessons at the school.

The trustees have a limited budget to pay for music lessons. The member of the senior leadership team in charge of music decides who qualifies for subsidised music lessons based on information provided by the student or their parents/carers.

The school reviews all music awards yearly and checks attendance and progress of all students termly. If a student does not attend his music lessons without a satisfactory reason, or there are unacceptable levels of attendance, punctuality and behaviour, the students will not be able to have further music lessons at the school, whether free or paid for.

PUBLIC EXAMINATIONS

Examination fees may be charged to parents/carers if:

- a student fails to complete the requirements for an examination, including for no good reason, including failing to turn up for an exam
- the student was not prepared for the examination at the school
- a parent/carer requests that an examination paper is remarked, or script recalled

The school will not charge students to re-sit an examination if they are being prepared for the examination at the school.

Students wishing to take examinations in subjects other than those they have studied at school should consult the headteacher.

WORK EXPERIENCE

The cost of travel to work experience locations over and above the cost of normal daily travel to school will be refunded by the school at the request of parents/carers whose children are eligible for Pupil Premium, if the location has been agreed in advance by the school.

If the school has agreed the location of the work placement in advance, the school may refund travel costs over and above the cost of the student's normal daily travel to school if a parent/carer asks for this support and the student is eligible for the Pupil Premium.

The school will provide students who receive free school meals with a free lunch or subsidy to the value of FSM if requested.

SCHOOL TRIPS

For residential trips the school will charge parents the cost of the board and lodging. We always aim to keep this as low as possible and the school will subsidise this cost for all or for students who meet the criteria for free music lessons.

- Where the school organises residential or non-residential non-curriculum activity and less than 50 per cent of it takes place inside school hours the school will charge students the full cost of the trip if they do not qualify under the criteria for free music lessons.
- Where residential or non-residential non-curriculum activity is organised and more than 50 per cent of it takes place in school hours, the school cannot charge students for providing the activity. The school will ask students who do not qualify for free music lessons for a voluntary contribution towards the cost of the trip.

In both the above instances the school will ask students who qualify under the criteria for free music lessons to pay a voluntary contribution towards the cost – the amount will be specified for each trip.

The school may need to limit the number of assisted places on non-curriculum residential trips (e.g. ski trip) and to limit to the number of assisted trips for each student if it does not have enough money to meet all the needs of all the students who apply for help.

If the school doesn't receive enough voluntary contributions towards a trip the headteacher will decide whether the school can afford for the activity to take place. Parents/carers will be informed in advance if a trip is dependent on the school receiving sufficient voluntary contributions.

Parents/carers will always be informed that they should speak to the trip leader if they are having any difficulty making the contribution.

Where the school organises residential or non-residential curriculum-based activity as part of the National Curriculum, or part of a syllabus for a prescribed public examination for which the school is preparing the student, or the activity is part of religious education, the school cannot charge for providing the activity. However, the school will charge parents the cost of board and lodging for students on a residential trip and may ask for an additional voluntary contribution.

PRINTING COSTS AND OTHER INCIDENTALS

An allowance for costs of printing and other incidentals may be provided to students by the school.

The level of this allowance will depend on the student's year group and requirements of the subjects being studied and will be communicated to students (or their parents/carers).

Any printing and other incidentals requested by a student in excess of their allowance may be asked to be "topped up", payable by the student (or their parents/carers).

Consideration will be given to the use and level of charges to "top up" allowances by students who are eligible for Pupil Premium.

DEPOSITS

Refundable deposits may be requested for:

- books issued to students, refunded at the end of the course they are returned;
- padlocks and keys for lockers, refunded when they are returned, and;
- other equipment as agreed and communicated.

If a student cancels their place on a trip without sufficient notice or loses or damages any items loaned to them via a deposit, they may lose their deposit.

If a non-refundable deposit is to apply to the loan of any item in order to cover costs (e.g. locker key, where the deposit is part-refundable), it is made clear prior to payment.

ONLINE PAYMENTS

Payments to the school need to be made through the online payment system. This includes loading up student canteen accounts, purchasing books and other resources, or paying for trips and events. This approach reduces the requirement for students to bring cash onsite.

Online payments by credit card may include a charge to cover the transaction charges.

PROPERTY

School property - students: The cost of repair or replacement of any school equipment, including books, instruments and computer equipment, or facilities or infrastructure which the headteacher considers a student has lost or damaged as a result of inappropriate behaviour by the student may be charged wholly or in part to the parent/carer at the Headteacher's discretion.

Students (and their parents/carers) who are loaned valuable equipment (e.g. laptops/other devices) may be asked to sign to acknowledge receipt, that they will only use it for the intended purpose, and that they (or their parents/carers) may be asked to pay for repair/replacement in the event of damage/loss.

School property - visitors: The cost of repair or replacement of any school equipment, facilities, infrastructure, books, instruments, computer equipment, etc. lost or damaged by a visitor to the school site may be charged wholly or in part to them or the responsible organisation at the Headteacher's discretion. This includes property belonging to organisations working on the school site.

School property - staff: The cost of repair or replacement of any school equipment, facilities, infrastructure, books, instruments, computer equipment, etc. lost or damaged by a member of staff may be charged wholly or in part to the member of staff at the Headteacher's discretion. This includes property belonging to organisations working on the school site.

There are some items of school property that staff members may be required to have, including (but not limited to) an ID badge, keys for specific areas of the school, a walkie talkie, a laptop/tablet/mobile phone/other device, etc. These items will be allocated to staff without charge, but any repair/replacement due to loss or damage may be charged to the member of staff. Staff may be asked to sign for some items to acknowledge receipt and that they may be asked to pay for repair/replacement in the event of damage/loss.

Charges incurred through driving the minibus or other vehicle on school business such as parking fines or traffic violations may be charged to the individual member of staff.

Student/Staff/Visitor property: Whilst the school will take a reasonable view of the security and condition of property brought on site and will do our best to ensure it is protected, the school is not liable for the damage or loss of any property (including cash), including that which is confiscated by the school. Students are advised not to bring mobile phones, laptops or other devices to the school site.

The Headteacher will apply discretion on a case by case basis, but if a student, staff member or visitor is bringing an item of value on site, e.g. a musical instrument or a laptop/mobile phone/other device, it is their responsibility to ensure it is insured and secured appropriately. Personal deliveries to the school site are not encouraged and are made at the individual's own risk.

This policy applies when loss or damage to the school's property takes place away from the school site. It applies when loss or damage to a student/member of staff's personal property takes place away from the school site when under the supervision of the school/on school business.

A visitor to the school site is defined as anyone other than staff or students who are on the school site - visitor, contractor, agency staff member, governor, lettings user, etc.

RESPONSIBILITIES

Responsibilities of the Senior Leadership Team

The appropriate Senior Leader is required to give due consideration to all requests from parents/carers for financial support with costs.

Responsibilities of all staff

Staff with responsibility for organising trips, provision of printing allowances, and other equipment/activities covered by the above policy are required to ensure that they make the contributions/charges/deposits clear, as well as the right for parents/carers to ask for assistance with the cost.

Staff are expected to respect and show responsibility for the school's equipment and facilities, supporting students to do the same, and taking responsibility for any items of school property that they are required to have (e.g. ID badges, keys. etc.). This includes not allowing students or other unauthorised persons to use these items without appropriate permission.

Responsibilities of students

Students are expected to make their parents/carers aware of activities that require payments/contributions in a timely manner, and to make any agreed payments by the deadline.

Students are expected to respect the school's equipment and facilities.

Responsibilities of parents/carers

Parents/carers are encouraged to make all payments to the school via the school's online payment system, to reduce the requirement for students to bring cash onto the school site.

Parents/carers are expected to raise any issues with meeting requested contributions/charges with the school in a timely manner, and to make any agreed payments by the deadline.

NOTES

The Trustees aim to set aside a sum each year, as part of their budget setting process, to subsidise school trips for all students. This may not be possible each year because of financial constraints. The school will decide how and to whom any of these resources should be distributed.

The member of the school's Senior Leadership Team in charge of trips and the Business Director will allocate a subsidy budget to all trip organisers.

The headteacher will have the final decision about any individual case arising from this policy.

Parents and students can appeal to the Chair of the Governors' Personnel & Resources Committee if they are dissatisfied with the headteacher's decision.