

Policy title	Charging and Remissions Policy
Date policy ratified by Governing Body	
Signed by Print name	
Effective date	February 2016
Review frequency	2 years
Review date	February 2018
Governing Body Sub-Committee	

The Hayfield School
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RATIONALE AND PURPOSE:

The school seeks to provide a broad programme of trips and activities which are accessible to as many students as possible throughout their life in the school. It further seeks to establish and maintain a fair and coherent system of charges within the constraints of the school budget and ensures to meet the requirements for charging as laid out in the Education Act 2002, and the amendment of Section 200 (effective 6th April 2003). As stated in the Act the Governors endorsed the guiding principle that no child should have its access to the curriculum limited by charging.

BROAD GUIDELINES:

- Charges will not be made for any activities which form part of the prescribed examination syllabus or in fulfillment of National Curriculum requirements.
- Activities which are wholly or mainly within school hours will not normally be charged. However in respect of instrumental music tuition and/or loan of equipment charges may be compulsorily levied unless that tuition or loan is part of a public examination, or National Curriculum course. In practical subjects parents may be asked for the full or partial cost of materials or ingredients if they indicate their wish to eventually own the finished product.
- Voluntary contributions may be invited for trips which take place mainly within school hours in order to ensure economic viability of such trips. No child may be excluded from these trips because of an inability to pay, but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.
- Trips which take place mainly out of school hours are chargeable and as such board, lodgings, and travel costs will be charged. This particularly applies to residential trips and is subject to statutory exceptions.
- The cost of examination entries for subjects taught within the school will be normally met by the school. In a case where candidates have failed to meet the school's entry criteria but still wish to be entered they may be asked to pay the entry fees. In addition the school will not normally meet the costs of re-entry in any subject or module. Special exceptions will be made in specific circumstances relating to re-sit English and Maths, or for pupils who are fully repeating courses. Each case is examined on its own merit.
- In the cases where charges are being made to parents these will normally be advised in advance and all monies collected prior to the activity.
- Requests for help from parents in receipt of:
 1. Income Support
 2. Income Based Job Seekers Allowance
 3. Support under part VI of the Immigration and Asylum Act 1999
 4. Child Tax Credit if your annual income does not exceed the latest published figures but you are not entitled if you also receive Working Tax Credit.
 5. Guaranteed element of state pension credit.
 6. Employment support allowance (income based).

will be considered and assistance provided within the limit of the school's budget. Complete confidence will be observed in all such matters.

- Any insurance costs related to any activity or trip will normally be included in the charges levied. Any

exceptions will be notified to participants and parents in advance.