



**The John Bentley School**  
An Outstanding Centre for Learning

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## Charging & Remissions Policy

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# The School Vision

An Outstanding Centre for Learning

This vision will be realised through ensuring that:

- Teaching will inspire, motivate and challenge students to learn.
- Every student will achieve more than they ever thought possible.
- The Calne area and community will be proud of JBS.
- We will fully support every individual in our school community.
- We will have an inspirational learning environment.

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### Links to other documents:

This policy should be read in conjunction with:

- Statement on Trip & Uniform Aid
  - Equality Statement
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**Scope of Policy:** This policy applies to all members of the school community involved in providing educational experiences for which additional funds are sought. This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

## 1. Introduction

- 1.1. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips, excursions and residential experiences, can make towards supporting students' formal learning as well as aid the development of other wider educational aims (e.g. spiritual, moral, social and cultural education). The John Bentley School aims to promote and provide such activities both as part of a broad and balanced curriculum for students and as additional optional activities.
- 1.2. At The John Bentley School we believe that all students should have an equal opportunity to benefit from the wide range of school activities on offer, both on and off site, within and outside the curriculum, regardless of financial means.
- 1.3. This policy sets out our school approach to charging and remissions, and is informed by Local Authority guidance and the relevant sections of the Education Act. In doing this, our intention is to ensure transparency in setting charges and ensure all students are able to access the appropriate provision on offer.
- 1.4. This policy will be reviewed on an annual basis by the Governing body or delegated committee and will be adjusted in line with any subsequent relevant guidance.

## 2. Admissions – No charge will be made for admission.

## 3. School Meals

- 3.1. No charge will be made for disadvantaged students.
- 3.2. We will charge all students not entitled to Free School Meals an amount determined by the contractor or the Governing body of the school, as appropriate.

## 4. Public Examinations

- 4.1. No charge will be made for the first entry fee if the examination is on the set list and the student has been prepared for the examination at the school. A charge may be levied for students re-sitting an examination. This will be decided by the Principal of the school.
- 4.2. Where supported by the school, we will not charge parents/carers for the entry fee if the examination is on the set list, but the student was not prepared for the examination at the school.
- 4.3. We may charge the parents/carers the examination fee if the student fails without good reason to complete the requirements of a public examination, where the school originally paid the entry fee. This will be decided by the Principal of the school.

## 5. Activities and School Trips

- 5.1. 'School hours' are defined as those when school is actually in session and do not include the break in the middle of the school day.
- 5.2. No charge will be made for education provided during school hours to deliver the day-to-day curriculum (with the exception of music tuition – see Section 7). This includes materials, equipment and transport provided to carry students between the school and a learning activity.



- 5.3. A charge may be made to cover the cost of materials, ingredients, equipment where parents/carers have confirmed in advance of any cost been charged (e.g. ingredients for Food Technology, Art materials or specialist equipment in Photography or Sport)
- 5.4. No charge will be made for an activity when it is an essential part of the curriculum or part of a course syllabus for a prescribed public examination for which students are being prepared for at school
- 5.5. The School reserves the right to make a charge for some other optional additional activities that take place outside of school hours, where these activities are not a necessary part of the National Curriculum, Religious Education or part of a syllabus for a prescribed public examination.
- 5.6. The School will decide which optional additional activities are to be subject to an extra charge. The levels of charge (including any remissions) will be set periodically on the recommendation of the Governing body of the School.
- 5.7. Where a charge is made, the total collected will not exceed the cost of providing the activity and no parent/carer will be asked to subsidise the cost to other students by paying more than an amount equal to the total cost of the activity divided equally by the number of students participating.
- 5.8. The School may ask for a small contingency payment per student to ensure that unforeseen costs are at least partially covered. In the event that an activity generates a surplus of £5 or more per participating student, the School will refund this amount to the parents/carers.
- 5.9. In the event that an activity generates a surplus of < £5 per student, this surplus will be transferred to the school's Trip & Uniform Aid Fund. The Trip & Uniform Aid Fund is available to the Principal to provide assistance to parents/carers of students who may be unable to meet the cost of attending school activities and/or purchasing the school uniform.
- 5.10. Costs that the School can legally recover are as follows:
  - Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
  - Non-teaching staff
  - Any materials, books, instruments or equipment provided in connection with the optional extra

## 6. Residential visits

- 6.1. If the number of school sessions taken up by the visit is equal to, or greater than, 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

**Example 1: Visit during school hours** – Students are away from noon on Wednesday to 9pm on Sunday. This is counted as nine half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

**Example 2: Visit outside school hours** – Students are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.



- 6.2. **Board and Lodging** – We will charge students an amount up to the full cost of board and lodging on residential visits whether it is classified as taking place within or outside school hours, EXCEPT where students are legally entitled to remission. In such cases no charge will be made for board and lodging.
- 6.3. **Travel** – If the residential trip is classified as being within school hours, no charge will be made for travel costs although, a voluntary contribution may be sought. Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per student other than those entitled to remissions. No paying student will be required to subsidise the cost of non-paying students.
- 6.4. **Activities on residential trips** – If the residential is classified as being within school hours no charge will be made for the educational activities provided, although a voluntary contribution may be sought. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided.

## 7. Music Tuition within school hours

- 7.1. No charge will be made for instrumental and vocal tuition within school hours for students in care. This includes instrument hire, music books etc.
- 7.2. We will charge for all other instrumental and vocal tuition requested by parents/carers and delivered by specialist peripatetic music tutors within school hours, whether offered to an individual or group of students. Charges will be determined by the Principal and may vary depending on various factors (e.g. size of group, length of lesson, type of instrument).
- 7.3. Where a charge is made for instrumental and vocal tuition requested by parents/carers and delivered by specialist music tutors within school hours we may remit charges for students in certain circumstances (such as siblings, second instruments, students taking music as an examination subject) in order to ensure that specialist music tuition is accessible and affordable.

## 8. Damage to property and breakages

- 8.1. We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Principal.
- 8.2. We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Principal.

## 9. Remissions and Concessions

- 9.1. Where a student is disadvantaged, the School will remit the cost of board and lodgings for any residential activity organised by the school for the student, if the activity is deemed to take place during school hours or where it forms part of the syllabus for a prescribed public examination being followed at school.
- 9.2. In other circumstances there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the School will invite parents/carers to apply, in confidence, for the remission of the charges in part, or in full. Authorisation of remission will be made by the Principal.

## 10. Voluntary Contributions

- 10.1. The School may invite parents/carers to make a voluntary contribution towards activities that are exempt from charging. These charges may include contributions to cover travel, entrance fees



and contributions to offset the cost of replacement teaching staff to cover for students whose teacher is accompanying the trip.

- 10.2. Where a voluntary contribution is requested the School will make it clear that students of parents/carers who choose not to contribute will not be treated differently from those that do. No student will be excluded from the activity if their parents/carers do not make a voluntary contribution. .
- 10.3. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents/carers when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be refunded or, with the consent of the parents/carers, held on account to help fund a future activity for those students.

### Version Control

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