

## **COLLEGE ROAD POLICY ON CHARGING AND REMISSION OF CHARGES FOR SCHOOL ACTIVITIES**

1. The following policy represents decisions based on the provisions of the Education Reform Act 1988 (as amended).
2. In general, education in school wholly or mainly during the school day is provided without charge, but Governors may make a charge upon parents:
  - (i) for instrumental music tuition provided to individual pupils or provided within small groups of four or fewer pupils, provided that a charge may not be made if the tuition - whether given in or out of school hours - is required as part of the syllabus for a prescribed public examination for which pupils are being prepared by the school, or is required by the National Curriculum;
  - (ii) for materials used in school where the parent indicates in advance that they or the pupil wishes to own the finished article which incorporates those materials. Governors may set a charge not exceeding the cost of the materials or may require parents to provide the materials in question;
  - (iii) to make a charge for board and lodging and travelling expenses on a residential trip. Such a charge should not exceed the cost to the school of the board and lodging in question;
  - (iv) for education provided outside school hours as an optional extra. There should be prior agreement by the parent to the pupil's participation and to payment of the charge. The charge in respect of any individual pupil may not exceed the actual cost of providing the activity in question (which may include an element for travel, board and lodging, materials, books, instruments and other equipment, staff costs (where teaching staff costs have been incurred specifically for the purpose of providing the activity), insurance costs, entry fees to museums, castles, theatres, etc.) divided equally by the number of pupils participating in the activity. The charge for a pupil may not, therefore, include a share of the cost of remission for any pupil for whom the governing body agrees to remit the charge.

### 3. Remission required to be made by governing bodies

In respect of 2(iii) above, governing bodies are required to remit any board and lodging charge in respect of a pupil whose parents are in receipt of Income Support or Income Based Job Seekers Allowance.

- if the activity is deemed to take place in school hours, or
- if the activity takes place out of school hours but is required to fulfil any requirement specified in the syllabus for a prescribed public examination for which the pupils is being prepared by the school, or is required by the National Curriculum.

### 4. The Governors have resolved not to remit charges in respect of 2(i).

### 5. Charges made by Governing Bodies

With the exception of the activities described in Section 3 above, governors may make charges for any activity for which a charge is permitted under the legislation and for which payment is made from funds at the disposal of the governing body.