



## EARL MORTIMER COLLEGE AND SIXTH FORM CENTRE

# Charging & Remissions Policy

Revised November 2015

Responsible person/group:	Governing body with responsibility delegated to Resources sub-committee
Review frequency:	2 years
This review date:	November 2015
People affected and Policy to be circulated to:	All – publication on website

### Aims and Objectives of the Policy

- To define the circumstances when the college may make charges for materials or activities
- To provide guidance on voluntary contributions
- To inform parents/carers of circumstances where financial assistance may be available

## 1. Introduction

The governors recognise the valuable contribution that a wide range of additional activities including clubs, trips and residential experiences can make towards students' personal and social education. The College aims to promote and provide such opportunities both as part of a broad and balanced curriculum and as additional optional activities.

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in Local Authority maintained schools. In general, schools cannot charge for education provided during school hours. There are, however, a number of circumstances where charges may be applied or voluntary contributions from parents/carers may be invited.

## 2. Charging:

For the following activities there will be a charge payable:

- a. **Accommodation:** For board and lodgings for students on a residential trip – chargeable at cost. However, if a student is in receipt of Free School Meals a subsidy will be granted. This must be agreed in advance. Parents or carers should apply to the College for funding. Subsidies for students not currently eligible for free school meals but who have been eligible in the previous 6 years (i.e. those on the Pupil Premium register) may also receive a subsidy.
- b. **Car Parking:** A varying tariff of charges are payable at the car park ticket machine depending on length of usage. Visitors to the College during College hours are exempt from paying, but must collect a permit from the College reception for display in the windscreen of their car. Staff must display a valid parking pass. The car park is managed by Corporate Services Ltd and parking charge notices apply for failing to display valid passes. Neighbouring residents may purchase an annual pass for a small fee.
- c. **Damage and/or Lost College Property:** The following will be charged at the cost of replacement or repair:
  - i) Deliberate breakages or damage, for example a broken window or damage to any other college property or equipment
  - ii) Damage to college property or equipment caused by inappropriate behaviour.
  - iii) Defaced or lost text book, exercise book or College planner.
  - iv) Activation of the fire alarm without good reason will incur a charge for the disruption caused and attendance of the emergency services.
- d. **Examination Fees:** Charges will not normally apply for examination entries however the entry fee may be charged in the following circumstances:
  - The examination is on the set list, but the student was not prepared for the exam at this College.
  - The examination is not on the set list but the College arranges for the student to take it.
  - Wasted fees where a student has failed, without good reason, to complete the requirements of the examination or to attend for it
  - Re-sit fees when a student previously failed to attend the exam and/or failed to submit course work without good reason. Note - this re-sit charge is in addition to the wasted fee for not attending or completing the requirements at the first attempt.
- e. **Materials:** The College will make a charge to cover the cost of materials or ingredients for subjects such as Art, Textiles, Resistant Materials or Food Technology where parents/carers have indicated in advance that they would like their child to bring home the finished product. Helpful additional resources such as revision guides and CDs may be passed on to students at

cost where the student will own the item. Students eligible for Free School Meals and those on the Pupil Premium register will be subsidised.

- f. **Mini Bus:** Please refer to Minibus Hire Policy.
- g. **Music:** Practical music lessons and instrument hire that are arranged with a third party are generally outside the scope of this policy. The College offers subsidies – see section 4.
- h. **Optional Extras:** Visits and trips that are not part of the National Curriculum. Parents or carers will be asked to cover the cost of transport, administration costs and entry charges.
- i. **Personal Use of College Services:** Reasonable charges will be applied in relation to use of photocopiers and telephones.
- j. **Premises Hire which may include hire of equipment and services:** Please refer to Lettings Policy.
- k. **Specific Charges:** College Ties £5, Replacement Smart Cards: £2, College Planners £3.
- l. **Third Party Activities:** These are activities or trips arranged by external third party organisations and may take place inside or outside College times such as the Duke of Edinburgh Award.
- m. **Transport to College:** charges may be payable to the college for students travelling from outside of Herefordshire or outside of the college catchment area, though this would be at a subsidised rate. Where the college makes transport arrangements for students, the cost will be advised at the time. Each case will be dealt with individually.
- n. **Transport to a Non-Educational Activity:** This includes after College clubs, events, fixtures, and activities. Parents or carers are expected to make arrangements for their child to attend work experience, unless a student is on a work placement as part of their normal study.
- o. **Uniform for PE:** Polo shirts for GCSE/BTEC students in Key Stage 4 can be purchased at cost from the college. (All other PE clothing is available from Clubsport in Leominster).

### **3. Voluntary Contributions**

Most educational visits and field trips depend on contributions from parents/carers. Where voluntary contributions are requested, these will be genuinely voluntary and families who are unable to contribute will not be discriminated against. Where an activity is dependent on voluntary contributions this will be made clear at the outset. We hope that parents/carers realise that there comes a point when a trip is not viable if sufficient contributions are not made and the cost to the college of pursuing the activity would outweigh the educational benefit.

### **4. Remissions, Financial Assistance and Bursaries**

The College is aware and understands that not all families are able to make a financial contribution. Therefore, upon application by a parent or carer, the College will consider financial assistance for students who receive Free School Meals or who are on the Pupil Premium register. Financial assistance will be considered for the following:

- a) Up to 50% subsidy to allow a student to attend a residential trip that is required by a public examination syllabus. For students eligible for Free School Meals, all board and lodging costs will be subsidised by the college.
- b) Up to 50% towards enrichment activities, such as reward trips and foreign visits. However, once a student has been awarded a subsidy for a foreign trip, a second application within that rolling year will be capped at 30% of the value of the trip. No further subsidy would normally be available. Note that funding is also dependent on the attendance, behaviour and performance of the student.
- c) The college will pay practical music tuition fees for one instrument for students studying GCSE or A-Level Music, where practical music lessons are a requirement of the exam syllabus.

- d) The College will pay 50% towards the cost of music lessons for one instrument for students studying BTEC music.
- e) Music subsidies may also be available for students on the Pupil Premium register if practical music lessons are part of the individual's personal education plan.

Note - in return for any music subsidy a student must

- *Enrol for a complete term's lessons in advance*
  - *Support College performing groups by attending rehearsals and performances when required*
  - *Practice regularly*
  - *Attend practical lessons. Where practicable parents/carers should provide advance notice if a student is unable to attend a lesson*
  - *Parents/Carers would be expected to pay for music examinations arranged by the music tutor.*
- f) Sixth Form Students may qualify for financial assistance for transport or resources or to take part in educational visits. Full details can be found in the Sixth Form Bursary Policy.

***All applications for financial assistance will be dealt with consistently and in accordance with policy or on the discretion of the Principal and Governors. Any discretionary financial assistance will depend upon the availability of external funding, College financial resources and the attendance, behaviour and performance of the student.***