



## **THOMAS GAINSBOROUGH SCHOOL CHARGING AND REMISSIONS POLICY**

Date of Policy: October 17

Date of Review: October 18

### **CHARGING AND REMISSIONS**

#### **INTRODUCTION**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards students' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

#### **CHARGES**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

##### School Journeys in School Hours

The board and lodging element of the following residential activities deemed to take place within school hours,

- eg Residential courses – Theatre Arts/English
- Field trips – Geography/Biology

Any charge made in respect of individual students may not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It may not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents/guardians are unwilling or unable to pay the full charge.

##### Activities outside school hours

The full cost to each student of the following activities deemed to be optional extras taking place in excess of 50% outside school hours:

- eg Theatre and other Educational Visits
- Clubs held at lunch time or after school
- Performances and activities for students for which a charge is made (school play, discos,

lectures, conferences, social trips organised by Tutor/Year groups, match fees, etc.)

### Instrumental Music Tuition

The cost to the student for providing the following instrumental tuition:

eg Piano or Drum lessons

Resources are delegated to the Governing Body by the Education Funding Agency for instrumental tuition. The Governing Body has the right to make a charge to parents/guardians for all or part of the cost of providing such tuition. Charges will not exceed the cost to the school of such tuition.

Full charges will **not** be made in the following circumstances:-

- where a student is in receipt of Pupil Premium.

Current legislation allows students to be charged for instrumental music tuition so long as a teaching group does not exceed 4 pupils. A charge may not be levied where the tuition is provided as part of a recognised external examination course within the school's curriculum.

The decision about charges for instrumental music tuition will be reviewed annually in the Summer Term and parents/guardians informed.

### Materials, Instruments etc.

The cost of purchase, or hire, of instruments, materials, equipment or clothing (or the provision of them by parents/guardians) for the following activities:-

- CDT - Textiles, Resistant Materials, and Systems and Control - where parents/guardians have indicated in advance a wish to own the finished product.
- Cost of materials beyond the basic requirements, for example specialist woods or canvasses in Art, to be passed on to parents.

Food Technology - where it is hoped that parents/guardians would provide ingredients so that dishes can be consumed at home. Where pupils fail to provide such ingredients they will be provided with them, but the school reserves the right to dispose of the dishes.

The school can charge for the replacement value of damaged or lost books or equipment

### Examination Fees

- Where a student has not been prepared for a public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination if previously agreed by the parents/guardians.
- If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Governing Body may recover the fee from the parent/guardian.
- Re-sits where a student wishes to improve on the grade currently obtained.
- Where a parent/guardian or student requests papers from the examination board.

### School Transport

Suffolk schools are not obliged to offer transport from home to school. This is the role of Suffolk County Council.

We have however assisted parents groups to buy transport where they live out of the priority transport area (catchment) to arrange group transport.

Where students used public transport to attend school but where services have been changed preventing transport to school we have offered a solution.

Where students attending a pyramid primary are not eligible for transport but can access an existing route the governing body agrees to pay the difference between a county discretionary place and the cost of a termly bus pass.

All routes the school is involved in are priced based on demand and the aim of a neutral cost to the school.

Pricing is based on a banded approach, weighted by distance from the school and will be reviewed annually.

Seats are sold per capita and paid for either termly or annually.

Parents are free to write to governors (T. Metson acting in their proxy) to apply for discretionary support to funding.

The School reserve the right to remove bus passes from pupils whose behavior is not deemed appropriate.

Where a student ceases to travel on the bus during the school year a partial refund can be given from the start of the next term or half term, whichever is the soonest.

### Services for 2017-2018 are as follows

<u>Bus Routes Summary 2017-2018</u>			
Bus Number	Serving	Provider	Passes from?
711	Milden, Edwardstone, Groton, Boxford, Newton	Squirrells Coaches via SCC	SCC
712	Hadleigh, Polstead, White Street Green, Boxford	Suffolk Norse via SCC	SCC
716	Chelsworth, Monks Eleigh, Brent Eleigh, Bridge Farm, Lavenham, Washmere Green, Great Waldingfield	Chambers via SCC	SCC
718	Kettlebaston, Preston St Mary, Lavenham, Great Waldingfield	Chambers via SCC	SCC
84	Nayland, Stoke by Nayland, Assington, Newton	Chambers (SCC and Public)	SCC
84a	Great Horkesley, Honey Tye, Leavenheath, Newton	Chambers (SCC and Public)	SCC
753	Acton, Great Waldingfield, Lavenham	Chambers (Public)	Chambers
754	Bures, West Begholt, Colchester	Chambers (Public)	Chambers
757	Mcdonalds, Tesco, Long Melford, Glemsford, Cavendish and Clare	Chambers - TGS Parent consortium	TGS
Late 84	at 1630 – to Sudbury, Chilton, Newton Green, Assington, Levenheath, Stoke-by-Nayland and Nayland.	Chambers (Public)	All passes valid or PAYG
Late Go Start	at 1630 - Polstead and Boxford to Hadleigh via villages (Route varies by demand)	Go Start	SCC passes valid
Late 754	at 1635 – to Little Cornard, Bures, Wormingford and Colchester	Chambers (Public)	All passes valid or PAYG
Late 755	at 1651 – to Sudbury, Long Melford, Acton, Great Waldingfield and Lavenham	Chambers (Public)	All passes valid or PAYG
Late 756	at 1655 – to Sudbury, Glemsford, Cavendish and Clare	Chambers (Public)	All passes valid or PAYG

### General

- The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.
- Nothing in this policy statement precludes the Governing Body from inviting parents/guardians to make a voluntary contribution towards the cost of providing education for students. If the activity cannot be funded without voluntary contributions, the Governing Body must make this clear to parents/guardians at the outset. The Governing Body should also make it clear that there is no obligation to make any contribution. No student should be excluded from an activity simply because the parents/guardians are unwilling or unable to pay. If insufficient contributions are raised to fund a trip, then it must be cancelled.

### REMISSIONS

Parents/guardians are invited to apply for a charging remission on appendix B where the parents/guardians of a student are in receipt of:

Income support

Income-based Job Seekers Allowance

Child Tax Credit, provided that Working Tax Credit is not also received and the family's annual income (as assessed by the Inland Revenue) does not exceed £16,190

Support under Part VI of the Immigration and Asylum Act 1999.

Guaranteed element of State Pension Credit

Universal Credit  
Income-related Employment & Support Allowance

The Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the student if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

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 Governing Body will invite parents/guardians to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher - in consultation with Chair of Governors etc.

**Appendix B**

**THOMAS GAINSBOROUGH SCHOOL**

**APPLICATION FOR CHARGING AND REMISSION**

Parent/Guardian's Name	
Address	
Telephone Number	
Students Name	
Students Tutor Group	
Trip/Activity where assistance is requested	
Are you currently claiming free school meals?	YES / NO
If you are not claiming free school meals, please send us recent proof that you are receiving Income Support, Income based Job Seeker's Allowance, Child Tax Credit and <b>no</b> Working Tax Credit and a joint annual income that does not exceed £16,190, Guaranteed State pension Credit or support under the Immigration Act, Income-related Employment & Support Allowance. Please <b>do not</b> send us your benefit book.	
Parent/Guardian's Signature	
Date	

Office Use only:

Evidence seen:

Date:

Remission agreed/refused  
Amount £

Business Manager's signature:

Date: