



CHARGING AND REMISSIONS POLICY

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Signed by Head Teacher	
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1 INTRODUCTION

The Governing Body recognises the valuable contribution that a 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.

2 CHARGES

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

School Trips in School Hours

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

- ☐ 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. (See Trips and Visits Policy).

Activities outside school hours

The full cost to each student of the following activities, deemed to be optional extras (not an integral part of delivery of the curriculum), taking place in excess of 50% outside school hours, for example:

- ☐ 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.)

(See Trips and Visits Policy).

Instrumental Music Tuition

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

- ☐ 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.

Subject to approval of the Governing body, music tuition charges may not apply to enrichment classes.

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

Materials, Instruments and other resources

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

- ☐ Design Technology - 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.

The Governing Body has agreed that the school will contribute towards the cost of diverting public buses into the school bus park to ensure the safety of students using the late buses. The cost of this is negotiated on a yearly basis by the transport coordinator (W.Ponsford).

TGS Bus Routes Summary 2022-2023

Bus No.	Serving	Provider	Passes from?
711	Milden, Edwardstone, Groton, Boxford, Newton See Suffolk CC website – www.suffolkonboard.com/school-travel	Galloway Coaches via SCC	SCC
712 (via 91)	Hadleigh, Polstead, White Street Green, Boxford See Suffolk CC website – www.suffolkonboard.com/school-travel	Beestons via SCC	SCC
713	Great Horkesley, Honey Tye, Leavenheath, Newton See Suffolk CC website – www.suffolkonboard.com/school-travel or https://beestons.co.uk/	Beestons (SCC and Public)	SCC or Beestons
716	Chelsworth, Monks Eleigh, Brent Eleigh, Bridge Farm, Lavenham, - See Beestons website - https://beestons.co.uk/	Beestons (SCC and Public)	Beestons
84	Nayland, Stoke by Nayland, Assington, Newton See Suffolk CC website – www.suffolkonboard.com/school-travel or Chambers website - www.chambersbus.co.uk	Chambers (SCC and Public)	SCC or Chambers
753	Sudbury, Long Melford, Acton, Great Waldingfield, Lavenham (evenings only) See Chambers website - www.chambersbus.co.uk	Chambers (Public)	Chambers
754	Bures, West Bergholt, Colchester See Chambers website - www.chambersbus.co.uk	Chambers (SCC and Public)	Chambers or via SCC
757	Tesco, Long Melford, Glemsford, Cavendish and Clare See Chambers website - www.chambersbus.co.uk	Chambers (Public)	Chambers
758	Acton, Great Waldingfield, Chilton Roundabout (Mornings only) See Chambers website - www.chambersbus.co.uk	Chambers (Public)	Chambers

91	Boxford and Hadleigh via villages See Beestons website - https://beestons.co.uk/	Beestons (SCC and public)	Beestons or via SCC
'Late' 754	at 1634 – to Little Cornard, Bures, Wormingford, West Bergholt and Colchester See Chambers website - www.chambersbus.co.uk	Chambers (Public)	All passes valid or PAYG
'Late' 756	at 1651 – to Sudbury, Glemsford, Cavendish and Clare See Chambers website - www.chambersbus.co.uk	Chambers (Public)	All passes valid or PAYG
'Late' 753	at 1702 – to Sudbury, Long Melford, Acton, Great Waldingfield See Chambers website - www.chambersbus.co.uk	Chambers (Public)	All passes valid or PAYG
'Late' 91	at 1720 – Hadleigh via Boxford See Beestons website - https://beestons.co.uk/	Beestons	Beestons
<p>All buses depart from the TGS Bus Park - including late buses. Pupils with SCC passes will be able to use any late bus from either Beestons or Chambers at no extra cost. Chambers will accept Beestons passes and vice versa.</p> <p>Pupils catching 'late' buses may wait in the Library or Coffee shop, but must be in the bus park at least 10 minutes before their bus is due.</p>			

3. GENERAL

- ☐ The Governing Body, entirely at its discretion, may amend the categories of an 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 trips for students related to their academic course. 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. Further clarity can be sought from the Department for Education's guidance Charging for School Activities, May 2018), Please also refer to the schools Trips and Visits Policy.

4. REMISSIONS

Parents/guardians are invited to apply for a charging remission 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. Authorization of remission will be made by the Headteacher - in consultation with Chair of Governors.

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 no 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 do not send us your benefit book.	
Parent/Guardian's Signature	
Date	