

GOVERNORS' CHARGING AND REMISSIONS POLICY

(Parent Friendly Version)

Introduction

The governors understand how important out of hour's activities such as clubs, visits and sport are to our children. It is recognised that such activities encourage students to develop a whole range of skills, often boosting self-esteem. We offer a wide range of such activities as an important part of our balanced and broad curriculum.

We understand that providing such a broad range of activities can be costly, so it is our responsibility to keep costs as low as possible.

The following statements explain the key points around funding and payment for such activities:

Activities which take place within school hours

- Activities which take place during school hours as part of normal lessons will be available to all students.
- Parents will not be charged for educational activities which occur during school hours but may be asked to make a voluntary contribution to meet costs.
- Where parents have indicated, in advance, that they wish to own a finished product or item made by their child, they will be asked for the cost of materials, equipment and ingredients.
- If a student wants to take part in an activity they should not be stopped because the parents are unable to pay.
- A trip or activity may have to be cancelled if too many parents do not make voluntary contributions.

Activities which mainly or wholly take place out of school hours

- Unless it is an essential part of the course a child is studying, parents will need to meet the full costs of the trip or activity.

The following activities may also have cost implications:

- If parents want their child's GCSE exam papers remarked they will be asked to pay the examining board charges.
- Parents will be asked to pay entry fees for exams where a student has not been taught that subject by the school.
- If a student fails to attend an examination or complete enough coursework to be entered for the examination, parents may be asked to pay the entry fees.
- Parents may be charged for the costs of repairing or replacing equipment or property lost or damaged by pupils.

Communication with parents

- Our annual programme of planned trips is available on our website and all trips will be published at least one month in advance.
- Letters advertising trips will be given out to students/parents well in advance and deposits taken if we need voluntary contributions.
- We will avoid using the 'first pay, first served' method of selection so as not to discriminate against families on lower incomes.

Calculation of costs and the accounting process

- When we cost trips we will ensure that everything needed for the trip or activity is included in the price.
- Parents' payments will only go to meet the cost of their child participating. We will not use payments from parents to enable other students to participate.

- The member of staff in charge of the trip must be able to show the breakdown of costs and charges before the trip is approved.
- Payment in advance will be requested for all charges and voluntary contributions.
- A payment scheme will be available for parents to pay in instalments by card through ParentPay.

Charges for instrumental Music Tuition

- The charge made for musical tuition will only be used to pay the costs for providing this activity.
- Children in care and children of Service families, and those eligible for Free School Meals are entitled to have music tuition costs paid for them, up to a maximum of £5 per lesson.
- Students of families in receipt of Disability Living Allowance or Personal Independence Payment are entitled to have half of the cost of music tuition paid for them, up to a maximum of £2.50 per lesson.
- Financial help is available for those children with Statements of Special Educational Needs or those learning a 'minority' instrument.
- A copy of the full policy is available from the Music Department or from the Finance Office.
- The school will make an application to the Cornwall Music Education Hub for those children who qualify for financial help with music lessons.

Families qualifying for remission or help with charges

To help families who may find it hard to pay for their children to participate in some activities or visits, the governors have agreed to reduce charges.

This applies where a pupil has **free school meals** or where the family is in receipt of:

- Universal Credit
- Guarantee element of State Pension Credit;
- Support under part VI or the Immigration and Asylum Act 1999;

The Governing Body will cover the students' cost of board and lodging for any residential activity that it organises if:

- the activity mainly takes place within school hours;
- it forms an essential part of the course the child is studying;

Parents wanting this reduction in activity charges should apply in writing to the Headteacher. Each application will be treated with the utmost confidence.

Arrangements for monitoring this policy

This policy will be monitored by the Finance & Premises Committee of the Governing Body. An annual report will include remissions granted and an evaluation of the impact for those children most in need of additional financial support.

This document is a summary of the contents of the main policy. If you would like a copy of the full policy please email business@pernyn-college.cornwall.sch.uk