

APPENDIX B



Charges and Remissions Policy (Including off-site activities)

1. Introduction

The purpose of the policy is to ensure that there is clarity over those items, which the college will provide free of charge and for those items where there may be a charge. The policy has been informed by the LA policy and the DfE guidance.

2. Rationale

The Governors aim to provide high quality education to all students, which is free at the point of delivery. No student's curriculum entitlement will be affected by the parents'/carers' ability to pay. However, there are certain circumstances where charges may be made.

3. Definition

The college day is defined as: 9:00am to 11:00am, 11:35am to 1:35pm and 2:10pm to 3:35pm. The college breaks do not form part of the college day.

4. Responsibilities

The Head of College will ensure that staff are familiar with, and correctly apply the policy.

5. Policy statement

During the college day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take students between the college and the activity. It excludes charges made for teaching an individual student or groups of up to four students to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), we will make a charge. (See below)

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the student was not prepared for it at this college
- the examination is not on the set list but we arrange for the student to take it
- a student fails without good reason to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee

Voluntary contributions may be sought for activities during the college day, which entail additional costs, for example field trips. In these circumstances no student will be prevented from participating because his/her parents/carers cannot or will not make a contribution. (If insufficient funds are available, it may be necessary to curtail or cancel activities).

From time to time we may invite a non-college based organisation such as a visiting drama group to arrange an activity during the college day. Such organisations may wish to charge parents/carers, who may, if they wish, ask the Head of College to agree to their child being absent for that period.

6. Materials used in college resulting in the finished article being taken home

Where parents/carers indicate in advance that they or the student wish to own the finished article incorporating materials, these materials will normally be charged for either by asking parents to provide materials as in Food technology, or by charging as in Design & Technology.

7. Optional activities outside of the college day

We will charge for optional, extra activities provided outside of the college day, for example, a theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

8. Education partly during the college day

If a non-residential activity happens partly inside the college day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the college day. Conversely, if the bigger proportion of time spent falls outside of the normal college day, charges will be made. When such activities are arranged parents/carers will be told how the charges were calculated.

9. Residential

Charges will be made for board and lodging, except for students whose parents/carers are in receipt of eligible benefits. Other charges will be made to cover costs when the number of college sessions missed by the students totals half or more of the number of half-days taken up by the activity. In such cases parents/carers will be told how the charges were calculated.

10. Minibus

Students of the college, college staff or parents/carers may be charged for travel in the minibus. Charges made will cover only actual costs incurred, including depreciation; the service should not make a profit for the college. (The college has a permit issued by the LA under section 19 of the Transport Act 1985).

11. Calculating charges

When charges are made for any activity, whether during or outside of the college day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions, fundraising and Pupil Premium (for those eligible). Parents/carers who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the college and/or charges to parents/carers.

12. Music tuition

Peripatetic music tutors now deal directly with parents/carers in respect of payment of fees. All enquiries regarding the remission of fees should be directed to the college's Raising Standards Leader – Expressive Arts.

13. Eligible benefits

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods).
- Income Support (IS).
- Income-based Jobseekers Allowance (IBSJA).
- Income-related Employment and Support Allowance (IRESA).
- The guaranteed element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income as assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190).
- Working Tax Credit run-on (the payment you get for a further 4 weeks after you stop qualifying for Working Tax Credit).

Children who receive a qualifying benefit in their own right can also get free school meals.

See more at:

<https://new.devon.gov.uk/educationandfamilies/school-information/school-meals>