



THE KING'S SCHOOL

GRANTHAM

Policy on Charging and Remission

Introduction

The school will follow the advice from the Department for Education's document Charging for school Activities, this document outlines the optional extras or board and lodging that the School intends to charge for: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Charges for activities and visits

Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours apart from music or vocal tuition where parents have requested the service.

There is no charge for transport during school hours to school-organised activities. We may charge for:

Books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge);

Optional extras;

Music or vocal tuition.

Activities that take place outside school hours (non-residential).

There is no charge for activities that take place outside school hours where they are:

- Part of the set curriculum;
- Part of the syllabus for a public examination for which the pupil is being prepared by the school;
- Part of the school's basic curriculum for religious education.

The school will charge for activities that do not appear in the above criteria and are classed as optional extras.

With reference to school trips and activities please see the section on Voluntary Contributions.

Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in "Activities that take place during school hours".

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate, this includes paying for supply cover.

Residential activities

We will not charge for:

- Education provided on any visit that takes place during school hours.

- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- Travel costs where the residential activity is classed as being within school hours.

We will charge for:

- Board and lodging. When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.
- Travel charges will be applied when the residential activity takes place outside school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.
- The school will charge for residential activities that fall outside school hours.

Refunds

If the cost of a trip or similar activity is not realized until all expenses have been reconciled after the event, a refund will be arranged via the Finance Officer as long as the refund will be £5 or over per student who took part and paid. If it is under this amount, then the balance shall be transferred to the Trips or School Contingency Fund.

Optional extras

We will charge for optional extras. Optional extras are:

Education provided outside of school time that is not:

- Part of the National Curriculum.
- Part of a syllabus for a prescribed public examination for which the pupil is being prepared at the school.
- Part of Religious Education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Transport that is not taking the pupil to school or to other premises where the local authority or Governing Body has arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.

The cost of optional extras

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra;
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges.

Musical tuition within school hours

We follow government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

Students on the free school meals register are to be entitled to remission of 50% of the tuition fee and free instrument hire. There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

Voluntary contributions

The Education Act confirms the right of schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Parents may be asked to make voluntary contributions for any visit or journey by the school and approved by the governors. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

The matter of voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

The school reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place. If there is insufficient funding for an activity, then it will be cancelled.