



Striving for Excellence

Cirencester Kingshill School

Head: Christine S. Oates

CHARGING AND REMISSION POLICY

The School wishes to provide for all pupils the best possible educational opportunities available within its allocated budget. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents/carers and the School warmly endorses that principle and is committed to upholding the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent in whole or in part on financial contributions from parents/carers. Without that financial support, the School would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The School's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents/carers in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Cirencester Kingshill School has decided that until further notice its policy will be as follows:

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. The method of calculating charges is reviewed annually by the School Business Manager.

1. Bursaries

Children for whom the School receives Pupil Premium funding, or whose parents/carers are in receipt of any of the following financial support, will be entitled to a bursary in respect of the visits/activities covered under sections 2, 3, 5 and 6, below.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit, (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit 'run-on' - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Such children will also be entitled to a bursary for school trips or activities that are directly related to a Key Stage 4 course they are taking and extra-curricular clubs that are part of the school Extend programme. A letter will be sent home by the Trip Organiser or Head of Faculty or Head of Department detailing the costs, including a separate letter containing the details of the bursary available and how to apply for it.

The bursary available will be for 40% of board and lodgings, whichever is the greater of the cost of the visit/activity. Application for a bursary should be made in confidence to the Finance Office by the specified deadline for each individual visit/activity.

2. **Day Visits**

For visits occurring during school time the School will invite a voluntary contribution from parents/carers to meet costs. Under the 1988 Education Reform Act there is no limit to the level of voluntary contribution which parents/carers or others can make to school activities. Normally a request for a voluntary contribution will be for a specified amount, sufficient, if all participants pay, to cover the costs of the visit.

For visits outside school time parents/carers will be charged for all allowable costs, which could include:

- The pupil's travel and subsistence costs;
- Materials, books, instruments and other equipment;
- Non-teaching staff;
- Costs of teaching staff where separately engaged under a contract for services for the visit or activity;
- Entrance fees to museums, castles, theatres, etc.;
- Insurance costs.

The activity would only go ahead if it were financially viable for the School.

3. **Residential Visits During School Time**

The School will invite voluntary contributions from parents/carers to meet costs other than children's board and lodgings. Parents/carers will be charged for the full cost of children's board and lodging.

4. **Residential Visits Outside School Time**

N.B. A visit is deemed to be outside school time if the number of half days spent on the visit exceeds the number of half days a pupil would have spent in school.

Parents/carers will be charged for the full cost of the visit, including all allowable costs (as above) and board and lodging.

An example might be a foreign visit. Charges would have to be made to recover the costs of:

- a) A pupil's travel, e.g. coach and ferry.
- b) A pupil's board and lodgings.
- c) Any materials, books, instruments or equipment provided specifically for this visit.
- d) Non-teaching staff, e.g. the hire of a ski instructor, etc.
- e) Entrance fees for museums, castles, places of interest, etc.
- f) Insurance.
- g) Staff engaged specifically for the purpose of providing the activity. Normally this will be to recover their expenses for travel, board and lodgings.

5. **Any visit occurring during school time required as part of the National Curriculum, or forming part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for Religious Education.**

As for 3 above.

6. Instrumental Music Lessons and Vocal Tuition

A charge is made for these lessons in line with the Charges for Music Tuition (England) Regulations 2007. The peripatetic music and vocal teachers set the charges for these lessons and invoice the families directly. If the parent believes that their child is entitled to a bursary they parents need to advise the music teacher that they are applying for a bursary against the costs and then must contact the school's finance office to see if they are eligible. Where a pupil is eligible to a bursary, the peripatetic music teacher will invoice the school directly for the bursary amount and the parent for the remaining cost of the tuition. Bursaries for music instrumental lessons are capped at the following rates, £25 for a 15-minute lesson and £50 for a 30-minute lesson for a maximum of 3 sessions per year – Autumn Term, Spring Term and Summer Term.

7. Classroom Materials

No charge will be made for materials or equipment. However, for certain practical activities (Technology, Cookery, etc.) parents/carers may be invited to provide materials or ingredients on a voluntary basis. Where parents/carers would like to possess the finished product, School reserves the right to charge the cost or require the supply of the necessary materials. We may charge parents/carers for materials, books, instruments or equipment, where they desire their child to own them.

8. Examination Fees

(a) The School will pay the entry fee for all prescribed examinations. The prescribed exams, and qualifications currently offered by the School are:

- GCSE
- FSMQ Advanced (Free Standing Maths Qualification)
- Functional Skills
- BTEC

The Exam boards currently used are:

- Assessment and Qualifications Alliance (AQA)
- Oxford, Cambridge and RSA Examinations (OCR)
- Welsh Joint Education Committee (WJEC Eduqas)
- Pearson Edexcel

The School will pay the entry fee for all prescribed examinations as above except:

- (i) Where the Governors consider that there are educational reasons for the pupil not to be entered for an examination and the pupil has only been entered in response to a specific request in writing from the parent.
- (ii) Where the School has not prepared the pupil for the particular examination.
- (iii) Where a parent/carer has refused to sign the commitment to ensure that all coursework requirements are met and that in cases of non-attendance at the examination they will pay the fee.

- (b) If a pupil (with parental agreement) is entered for a non-prescribed examination, such as the Cambridge International Assessment iGCSE, then parents/carers may be charged for the entry fee together with any associated charges.

The School will consider waiving the requirement to pay any examination entry fees where there is clear evidence of severe family hardship.

- (c) The School reserves the right to recover from parents/carers the costs of examination entry fee(s), should the pupil fail to complete the required coursework or sit the final examination(s).
- (d) The School will pay the fee for any enquiry about results (review of marking /re-moderation) approved by the relevant Head of Faculty and the Examinations Officer. If parents/carers wish to pursue an enquiry about results not approved by the Head of Faculty and the Examinations Officer, the parents/carers will be required to reimburse the School for the cost of the enquiry.
- (e) The School will pay for examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents

9. **Breakages and Fines**

The School reserves the right to make charges to parents/carers for the cost of breakages or damage caused to the School building as a result of their child's misbehaviour. Similarly, a charge may be made for the replacement of defaced, damaged or lost textbooks, equipment or materials.

CIRENCESTER KINGSHILL SCHOOL

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Reviewed by S Gardiner _____ April 2023 _____ (Date)

Adopted by Governors _____ (Sign) _____ (Date)

Review date _____ April 2024 _____