



**NORTHFLEET SCHOOL FOR GIRLS  
CO-OPERATIVE LEARNING TRUST**

**POLICY ON**

**CHARGING & REMISSIONS**

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| <b>Date of Policy:</b>              | <b>September 2020</b>                                  |
| <b>Member of staff responsible:</b> | <b>Kacey Leigh- Finance and Administration Manager</b> |
| <b>Review Date:</b>                 | <b>September 2021</b>                                  |
| <b>Reviewed:</b>                    | <b>September 2020</b>                                  |

**Signed by Chair of Governors:** .....

**Adopted by Full Governing Body:** .....

## **Purpose**

Northfleet School for Girls are committed to providing access to a broad and balanced curriculum and recognises the positive impact that a wide range of activities can have on a student's attainment.

This policy sets out our approach to charging and remissions and is informed by guidance provided by Government.

### **1. Education during school hours (excluding lunch break)**

The school day is defined as 8.45- 15:15 Monday to Thursday and 8:45- 14:25 on Friday \*

We will not charge for education that is an essential part of the National Curriculum during school hours, with the exception of music tuition (see section 5)

#### **We may charge for:**

- Any books, materials, instruments where the parent wishes for their child to own their own
- Optional extras (see section 3)
- Music tuition (see section 5)

### **2. Activities Outside of school hours (non-residential)**

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

- Part of the essential curriculum, including sports matches against other schools
- Part of the syllabus for a public examination that the pupil is being prepared for by the school
- Part of the school's basic curriculum for religious education

### **3. Optional Extras**

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) 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.
- Extended day services offered to pupils (e.g. breakfast clubs, after school clubs etc)

Adaptations have been made to the timings of the school day to accommodate the safe return to school during Covid-19 \*

### **The cost of optional extras**

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.
- The costs of buildings and accommodation.

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

We will apply the principles of best value when planning activities that incur costs to the school and charges to parents.

Charges and contributions are calculated based on anticipated costs. If parental contributions exceed the actual costs, the school will ensure we refund any surplus of £5 or more per student. Any surplus below £5 will be considered a voluntary donation in the school's accounts.

### **4. Residential activities**

Northfleet School for Girls recognises the positive contribution that a wide range of visits and residential trips can make towards a student's education. As such, our aim is to provide a broad offer to help enrich a student's education.

#### **Our school 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

#### **Our school 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. We will charge

the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil.

### **Activities**

The school may charge for activities as part of a residential activity.

## **5. Music tuition within school hours**

Northfleet School for Girls follows the 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 and, in the case of tuition in playing a musical instrument, shall not exceed four pupils) 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

## **6. Extended Services**

Northfleet School for Girls provides a well-rounded and extensive education to students which includes a wide range of extra-curricular activities (extended services).

- High-quality learning opportunities either side of the school day
- Ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services
- Ways of increasing pupil engagement
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

We currently offer a breakfast club known as 'Early Birds' as well as a wide range of after-school clubs, however we reserve the right for charging where costs may inhibit the ability to run the club.

## **7. E-learning scheme including gift-aid**

At Northfleet School for girls we believe that having access to a laptop in school and at home can have a very positive impact on learning, leading to excellent results. Therefore we operate a highly successful e-learning scheme which relies upon monthly parental contributions to remain viable. Every parent will be given the option to enter their child into the scheme irrespective of their financial circumstances. We maintain that no student will be disadvantaged due to parents being unable to contribute.

We are also able to claim Gift Aid from parental contributions; this allows us to keep the

cost of the scheme to a minimum and assists with the delivery of the scheme. Where a device is maliciously damaged; we reserve the right to charge parents for the cost of the repair.

## **8. Voluntary contributions**

We may ask for voluntary contributions to the school for general funds or activities that will enrich our students' education.

In any case 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 will be returned to the parents via their original payment method.

## **9. School meals**

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged for the items purchased at the time of sale.

## **10. Other charges**

### **10.1 Examination fees**

There is no charge for examinations that are part of the curriculum and on the schools set examinations limit. However, we reserve the right to charge if the following applies:

- If a student fails to attend an exam and does not have a valid reason. In the event of sickness, a doctor's note will be required.
- If a student needs to resit an exam to gain a better grade
- If a parent requests a remark or a script be returned to the school.
- If a student wishes to sit an exam against the advice of the school

### **10.2 Lockers**

Lockers are available for students to use throughout their time at Northfleet School for Girls, for a one-off payment fee. This is staggered as below dependant on year group.

- Year 7 - £13
- Year 8- £11
- Year 9 - £9
- Year 10- £7
- Year 11- £5

£5 deposit will be refunded to the student upon them returning the locker key to the school upon them leaving.

Should the student lose their key, each replacement locker key will be charged at £4.50.

### **10.3 ID Cards**

The first ID card will be issued free of charge. If the card is lost a charge of £2 will be applied for all subsequent replacements.

#### **10.4 Materials and ingredients**

Particularly in the case of food technology, we request donations from parents to enable students to experience an enriched curriculum.

#### **10.5 Minibus**

Where the minibus is used for trips, we factor in the estimated cost of fuel which will be charged to parents.

#### **10.6 Library books**

School books are free to borrow from the school library. If they are not returned within a specified timeframe, or are returned in an unfit condition we will charge for the full cost of replacement.

#### **10.7 Damages**

Parents will be expected to refund the school wholly, or to an agreed sum, if their child causes damage to school property.

#### **10.8 Uniform**

We offer the opportunity for parents to purchase various items of the school uniform and specialist subject clothing, such as the PE Kit via the school. All Uniform is sold at cost price.

### **11. Remissions and concessions**

The school may give consideration to the remission of charges where parents are facing financial hardship. We will support in cases where the curriculum requires the trip or event to take place. However, we will not support extra-curricular trips or events.

The school reserves the right to exercise discretion on a case by case basis and will not be at liberty to discuss individual cases with third parties.

### **12. Inability/ unwillingness to pay**

Northfleet School for Girls is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that student are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

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

### **13. Refunds**

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Headteacher or Finance and Administration Manager. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's behaviour policy.

#### **14. Complaints**

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.