

**South Cumbria Pupil Referral Service**



**CHARGING AND REMISSIONS POLICY**

ISSUE 6  
DATE: April 2019

**RECORD OF ISSUE**

ISSUE	DATE	SUMMARY
1	December 2013	Issue 1 follows a change of Headteacher Review by Management Committee
2	May 2015	Issue 2 follows a financial audit which identified anomalies.
3	April 2016	Issue 3 in line with new financial year 2016 -2017
4	April 2017	Issue 3 in line with new financial year 2016 -2017
5	April 2018	Review for new financial year 2018-2019
6	April 2019	Review for new financial year 2019-2020

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The objectives of the charging provisions in the 1996 Education Act are:

- to maintain the right to free school education
- to establish that activities offered wholly or mainly during normal teaching time should be available to all students regardless of their parents/guardians' ability or willingness to help meet the cost
- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give schools the discretion to charge for optional activities provided wholly or mainly out of school hours\*
- to confirm 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\*

(\*School hours are those hours when the school is actually in session, excluding the break in the middle of the day)

In accordance with these objectives it is the policy of the South Cumbria Pupil Referral Service that:

1. Where activities take place in centre session times, but are enrichment rather than an essential part of a course, the parents/caress may, at the discretion of the head teacher, be invited to make a voluntary contribution towards the cost of the activity on a pro-rata basis. No student should be debarred from taking part in an activity because his/her parents/carers cannot, or will not, contribute. However the centre reserves the right to cancel, or, in the case of peripatetic musical instrument tuition, reserves the right to reduce the amount of tuition, if there are insufficient contributions to offset the cost of such an event or activity.
2. Where activities, not part of the National Curriculum, R.E. or any approved examination syllabus, take place outside centre session time, charges should be levied where appropriate. Such charges to include:
  - a) the costs of engaging teaching staff specifically for the purpose of providing this activity and supplying such staff with travel and board and lodging, where staff have been engaged on a separate contract for services to provide the optional extra
  - b) a student's travel costs
  - c) a student's board and lodging costs
  - d) materials, books, instruments and other equipment
  - e) non-teaching staff costs
  - f) entrance to venues
  - g) insurance costs

However, activities which are compulsory within the National Curriculum, R.E. or any approved examination syllabus, will only involve a charge for c) and g) above where applicable.

3. The centre may charge for, or require the supply of, ingredients and materials if parents/guardians have indicated in advance a wish to own the finished product. Those for whom this presents difficulties should contact the Head teacher in writing prior to the course commencing, so that a suitable arrangement can be made.
4. In accordance with the Education Acts, 1996 and 2002, any application for a full or partial

remission of charges listed in paras. 2, and 3 above will be considered by the Head teacher. Full remission of board and lodging charges for residential visits will be granted to students with free school meal eligibility if the visit is wholly within school hours or a requirement of a prescribed public examination.

5. Parents/carers are liable to meet entry fees, which the centre is required to pay, where a student fails to complete the requirements for a public examination without good reason and who fail to present themselves for the timetabled examination.
6. Parents/carers will be required to meet the cost of non-accidental breakages, damages (where this is the result of their child's behaviour) and lost or non-returned books/equipment.
7. Students who are not entitled to free school meals will be charged £2.30 for each meal taken.
8. Staff are charged £2.75 for school meals, VAT will be paid on the income from staff meals.

## MONITORING AND EVALUATION

The head teacher on behalf of the Management Committee, will review the policy on a biannual basis.

