



# **SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS**

## **CHARGING AND REMISSIONS POLICY**

**DATE: September 2018**  
**REVISION DATE: September 2019**

## Charging and Remissions Policy

### Rationale

The Governing Body is committed to ensuring a wide range of curriculum and extra-curricular opportunities for our students. The range of activities is accessible to all students, regardless of family income. This is embedded in one of the school aims: to secure outstanding outcomes for every student by ensuring happy, enriched, resilient and healthy students.

In accordance with the Education Reform Act of 1988, Sections 449 - 462 of the Education Act 1996 and 'Charging for school activities (DfE November 2013), no charges are made to any registered student for their education provided during school hours (including the supply of any materials, books, instruments or other equipment). The school day is defined as 8.50am-12.25pm and 1.25-3.30pm. All activities that are a necessary part of the National Curriculum that the student is being prepared for or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education are provided free of charge.

### Voluntary contributions

Governors delegate to the Headteacher the right to request voluntary contributions from parents/carers. The school ensures that all activities offered are available to all students, regardless of their respective parent's/carer's ability or willingness to pay. The Governors wish to continue to offer students as wide a range of opportunities as possible and hope that parents will look sympathetically on requests for voluntary contributions. If the activity cannot be funded without voluntary contributions, this will be made clear to parents from the outset.

### Charging Policy

The principles of best value are applied when planning activities that incur costs to the school and/or charges to parents. When charges are made for any activity they will be based on the overall costs incurred, and the total number of students participating. There will be no charge on those who can pay to support those who cannot.

Charges are made for the following 'optional extras':

1. 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, or
  - c) part of religious education.
2. Board and lodging for a residential trip

The charges made for the optional activities outlined above are used to book the activities in question. In the case of non-attendance, charges made cannot be refunded (unless another student takes up the available slot).

3. Breakages and replacements as a result of damage caused wilfully or negligently by students.
4. Specialist tuition areas such as Music lessons, where the tuition is an optional extra.
5. Additional external examinations / accreditations which are not part of the school's curriculum targets such as Sports Leaders' Award and fees associated with the AQA Baccalaureate.
6. Public examination fees in the following instances:
  - a) where a student has not fully completed controlled assessment tasks for reasons that are not deemed reasonable by the Headteacher;
  - b) where a Head of Department has major concerns which warrant a student being withdrawn from that subject eg due to a student's lack of effort. This decision is taken in consultation with the Headteacher, Head of Year / Head of Sixth Form, parents and the student;

- c) where a student withdraws from an examination entry without a reason that is deemed valid by the Headteacher;
  - d) where a student is absent from an examination for a reason other than illness that is not deemed valid by the Headteacher;
  - e) examination entry fee(s) if the registered student has not been prepared for the examination by the school;
  - f) The cost of entering a student for a public examination not prescribed in regulations;
  - g) Re-sits of prescribed public examinations.
7. Students are expected to return the text books which have been issued to them. If a text book is missing at the end of the year, then the student to whom the book was issued will be charged the full replacement cost.
  8. Transport (other than transport required to take a student to school or to other premises where the school has arranged for the student to be provided with education)
  9. Any other activity /resource deemed appropriate by the Headteacher and approved by Governors or the Chair of the Governors and in line with current legislation.

The Governing Body, on the advice of the Headteacher, may use its discretionary powers to finance from the school budget all or part of any of the activities listed above.

#### Remissions policy

The school receives a fixed annual amount of Pupil Premium funding for students in Years 7-11 who have previously received Free School Meals in the last 6 years (FSM Ever 6). Qualifying criteria are:

- Income Support (not including working tax credit);
- Income Based Jobseekers' Allowance (IBJSA);
- An income-related employment and support allowance (ESA income-related). (This benefit was introduced on 27<sup>th</sup> October 2008);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by the Inland Revenue that does not exceed a level set by them annually;
- The Guaranteed Element of State Pension Credit;
- Universal credit.

Parents in receipt of these qualifying benefits are asked each September to confirm their continued eligibility. Charges will not be made where a student is registered for Free School Meals, for curriculum based activities and/or resources. Enrichment activities will be looked at on a case by case basis and if appropriate, financial assistance forms are available from the Business Office.

#### Individual Cases of Financial Difficulty

In other circumstances, there may be cases of family hardship which will make it difficult for students to take part in particular activities for which a charge is made and where families are not in receipt of the qualifying benefits detailed above. Requests for financial assistance for students in Years 7-13 should be made in writing to the Headteacher upon receipt of the school letter outlining the details of the activity. The 'Request for Financial Assistance' form (see Appendix 1) is also available on the school's website for parents to submit a request. In such cases:

- In most cases, parents/carers will be asked to bear a proportion of the cost.
- The Headteacher may be able to agree flexible, extended payment terms.
- Financial support is subject to available funding.
- All cases will be treated individually and in confidence.

The school will consider all available evidence, for example, total overall income and any previous levels of remission made to parents of similar income. Funds used by the school to support students whose families are requesting financial assistance include the Jo Dorman Fund and the Hoffman Fund.

Where such requests are made for financial assistance, contact will be made with parents within 5 working days to confirm.

A 16-19 Bursary Fund is also available for Sixth Form students with a household income less than £20,000 a year. This is to provide financial assistance towards specific educational purposes such as the costs of transport, books, school trips directly linked with A-levels, meals, examination re-sits, etc. Proof of household income (or income-based benefits) will be required.

Where an issue arises that is not specifically dealt with within this policy, decisions will be made which are in line with the spirit of the policy and relevant legislation.

#### Financial procedures

All monies collected or expended must be accounted through the online Financial Management Program (HCSS Accounting), and in accordance with the Academies Financial Handbook and Financial regulations.



**Charging and Remissions Policy: Appendix One  
SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS  
REQUEST FOR FINANCIAL ASSISTANCE**

Please complete the details below and return directly to the Business Office.

Student's name..... Form.....

I would like to claim financial assistance for the following:

.....

**A) Free School Meals**

To be eligible for FSM you need to be in receipt of one or more of the following benefits:

Name of benefit	Yes/No (please indicate below)
Income Support (IS)	
Income Based Job Seekers Allowance (IBJSA)	
An income related employment and support allowance (ESA ir) (this benefit was introduced on 27 <sup>th</sup> October 2008)	
Support under Part VI of the Immigration and Asylum Act 1999	
Child Tax Credit, providing you are NOT entitled to Working Tax Credit and have an annual income (as assessed by HMRC) that, as of <b>6<sup>th</sup> April 2011</b> , does not exceed <b>£16,190</b> .	
Guarantee element of State Pension Credit	
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 <b>£7,400</b> a year (after tax and not including any benefits you get)	

Based on this information, is your daughter eligible for Free School Meals?

B) Has your daughter ever been in receipt of Free School Meals at any time during the last 6 years?

Yes/No

C) If you have answered **NO** to both A) and B) above and still wish to apply for financial assistance please explain the reason for your request below:

.....  
.....

I will make the following contribution towards the resource/activity: £.....

**Please provide supporting documentation with this application form if you have not done so already, i.e Current tax credits award statement and/or payslips.**

If you would like to discuss your personal circumstances and have a confidential conversation with the appropriate Head of Year, please contact the Pastoral Office to for an appointment.

Signed..... Dated.....

Name (please print).....

<b>Business Office use only:</b>	
<b>FSM list</b> .....	<b>Pupil Premium list</b> .....
<b>Other source of funding</b> ..... .....	
<b>Authorised</b>	

INITIAL EQUALITY IMPACT ASSESSMENT FORM

Name of policy/procedure / activity/project:

Charging and Remissions Policy

Is this a new or an existing policy/activity/project?

Existing policy updated

Scope/timescales for project or activity (including review date):

Approved in September 2018. To be reviewed in September 2019.

Policy/project lead and Author of Equality Impact Assessment:

Dr. B. Minards, Headteacher

Outline of main aims of this activity/policy/project:

To provide details on the school's policy and procedures with regard to charging and remissions

Who will benefit/be affected by this policy/activity?

Students of Sutton Coldfield Grammar School for Girls

If an existing policy/activity, do you have any data of use by or impact on different groups which may raise concerns over an equality impact?

No concerns

Does the activity have the potential to impact differently on groups due to a protected characteristic (eg race/ethnicity, gender, transgender, disability, religion & belief, age, sexual orientation, maternity/paternity) for:

(a) Students and members of the community? (eg The Governing Body, students, contractors, visitors, hirers of the premises, agency staff, suppliers etc). Which groups are likely to be affected?

No

(b) Employees?

No

Does this activity make a positive contribution to the School's general or specific duties under the Equality Act 2010? If yes, please detail.

Yes – the procedure applies to all equally

Having reviewed the potential impact of the policy/activity listed above, **I believe a full impact assessment is required / NOT required** (delete as applicable with justification below)

**Full impact assessment is not required**

Justification: The procedure is of equal benefit to all students, regardless of gender, race, religion, sexual orientation etc.

Name: Dr. B. Minards    Date: September 2018