

Stanborough



# CHARGING AND REMISSIONS POLICY

**Reviewed by:** Finance & Resources Committee

**Date of Issue:** February 2022

**Date of next Review:** February 2023

**Responsible member  
of SLT:** Karen Ashley

————— **Grow and Succeed** —————

High Expectations | Mutual Respect | Quality Learning | Success for All

Our policy is set within the school's four principles of:

**High Expectations   Quality Learning   Mutual Respect   Success for all**

## Charging

The School's policy is to charge for the following areas of activity as permitted under the Education Act 1996.

- Board and lodging on residential visits.
- Costs associated with individual tuition in playing a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.
- Optional extra activities, which are not provided as part of the syllabus for a prescribed public examination, and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education (except in exceptional circumstances at the discretion of the Headteacher).
- Participation in any such activities to be made on the basis of parental choice and a willingness to meet such charges as are made.
- The cost of entering a student for a public examination not prescribed in regulation, and for preparing the student for such an examination outside school hours.
- The cost of re-sits of prescribed public examinations where no further preparation has been provided by the school.
- The cost of entering a student for a second public examination when preparation by the school enables the student to take more than one examination.
- The cost of any scrutiny of any examination results if so requested by the parents.
- The cost of ingredients and materials needed for practical subjects such as food, textiles and craft design and technology unless parents have indicated in advance not to own the finished product.
- The cost of optional off site games activities.
- Reimbursement to the school to wholly or partly meet the cost of repairs caused by wilful damage or a serious breach of the Home School Contract or Stanborough Code.
- The school will ask for voluntary contributions to cover travel and associated costs relating to school visits.

## Remissions

In order to remove financial barriers and encourage the full participation of financially disadvantaged students, the governing body may waive/reduce charges for students who receive Income Support or Income Based Jobseekers Allowance in their own right or whose parents/carers are in receipt of the following benefits:

- Income Support
- Income-based Jobseekers Allowance

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- Income-related Employment Support Allowance
- Child Tax Credit, provided not also entitled to Working Tax Credit and have an annual gross income of no more than the current agreed threshold.
- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.
- The guaranteed element of State Pension Credit
- Universal Credit (with annual earned income of no more than the agreed threshold and not including any benefits)

## Music Lessons

Hertfordshire Music Service operates an extra help policy for students wishing to play a musical instrument.

Parents/Carers whose child is entitled to free school meals or in receipt of the following benefits may be entitled to a remission of fees of 50% or 100%:

- Child Tax Credit, payable at a higher rate than the family element.
- Working Tax Credit
- Housing Benefit
- Council Tax Support (not including second adult rebate)
- Universal Credit with annual earned income at the current agreed thresholds and not including any benefits.

Students receiving remission of fees by Herts County Council may be charged £21 per term as per HCC guidelines.

## School Visits - Refunds

If a student withdraws from a residential visit and a replacement cannot be found all monies paid to the tour company on the student's behalf will be withheld.

Although tour companies operate different retention rates the general rules are:

0 – 2 weeks before travel	100% cancellation charge
2 – 4 weeks before travel	80% cancellation charge
4 – 8 weeks before travel	60% cancellation charge

All first initial deposits are Non-Refundable.

When a student is withdrawn from a residential visit due to breach of the school's discipline code the same rules apply.

## Surplus Monies

After completion of financial records for school visits, if the surplus income per student, is greater than £10, a refund will be offered to Parents/Carers.

## Catering Payments

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Students are expected to ensure they use the funds on their catering account before they leave school.

Any remaining balances may not be refunded if the balance is below £5. If the balance exceeds this amount and a refund is required, this request must be put in writing by the parent/carer and received by the school within 60 days of the student's leaving date.

Any refunds made can only be made to the original payee, financial regulations prevent us from refunding to a different person.

## REFERENCED POLICIES

Behaviour and Rewards Policy (SS-POL-SAA-016)

Music Charging Policy (SS-POL-FAR-002)

## DOCUMENT CONTROL

Document Control		
Edition	Issued	Changes from previous
1	March 20	
2	February 21	Change of fee per term Wording change - "If a student withdraws" Additional wording - Any refunds made can only be made to the original payee, financial regulations prevent us from refunding to a different person
3	February 22	Increase of HCC charge to £21

## End of Policy

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