



# **Blatchington Mill School**

## Charging and Remissions Policy

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Date of Last Amendment:	December 2016
Date to be Reviewed:	December 2019



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# 1. Policy Framework

Blatchington Mill School and Sixth Form College believes that the school should enable each student to realise their potential and acquire all necessary skills and values in order to live a full, flexible and rewarding life in the changing, modern world.

<b>Initiated:</b>	November 2016
<b>Date Reviewed:</b>	
<b>Audience:</b>	Parents Staff Governors Students
<b>Policy located:</b>	Website
<b>Policy Format:</b>	Full
<b>Lead Member of Staff:</b>	Sarah Hextall – Business Manager



## 2. Charges and Remissions

### 2.1 Aim

- To clarify the approach that Blatchington Mill School takes to charging for activities and resources.
- To be clear about the circumstances and situations which may lead to remissions and reductions.

### 2.2 Our Philosophy

- To take a consistent and transparent approach to charges and remissions.
- To encourage engagement with extracurricular activities among all students.
- To work with families to reduce the obstacles that may hinder such engagement among disadvantaged students due to financial circumstances.
- To minimise financial risk to Blatchington Mill School and to ensure sustainability of the extracurricular programme.



### 3. Restrictions on Charging

Blatchington Mill School & Sixth Form College (BMS) will not charge for

- admission.
- education provided during school hours, including the supply of any materials, books, instruments or other equipment required for that education.
- education provided 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.
- entry to a prescribed public examination or for an examination resit if the student has been prepared for it at BMS.

Blatchington Mill School & Sixth Form College (BMS) may charge for

- any materials, books, instruments, equipment or resources where the child's parent or carer wishes the student to own them.
- Optional extras (see section 4)
- Musical and vocal tuition in limited circumstances (see section 4)
- Community facilities



## 4. Optional extras

Charges can 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:
- Part of the national curriculum;
- Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- Part of religious education
- Examination entry fee(s) if the pupil has not been prepared for the examination at BMS;
- Transport (other than transport that is required to take the pupil to school or to other premises where it is 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
- Vocal or music tuition provided at the request of the students family.

Any charge made must not exceed the actual cost of providing the optional extra activity divided equally by the number of pupils participating.

Participation in any optional extra activity will be on the basis of the choice of the parent/carer with the understanding of the need to meet the charges. Agreement from the family member is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.



## 5. Voluntary Contributions

Voluntary contributions can be requested from families on an occasional basis:

- For specific activities including trips that are connected to the curriculum. If the activity cannot take place without a certain level of voluntary income then the activity must be cancelled, families must be told of this arrangement at the outset.

A Voluntary contribution will be requested from families on an annual basis:

- Towards a school wide fund for the purchase of resources and materials required in practical subjects and for an additional supply of texts in some other subjects.
- It should be noted that this school wide fund has been introduced to avoid individual students' families being asked to contribute on a regular basis.

No student will be excluded from an activity, trip or participation in any subject because of their family's unwillingness or inability to pay.



## 6. Residential Trips

Blatchington Mill School often arranges residential trips that are extracurricular and are charged for in full.

- The cost to each student must not exceed the total cost of the trip (including the required places for staff based on statutory supervision ratios) divided equally by the number of students attending.
- Families of students who are eligible can apply for a partial remission on the cost of a residential trip based on the principles laid out in section 7.
- The arrangements for deposits and payment for trips is outlined in the School Trip Policy.





## 7. Remissions

The head teacher or business manager may decide not to levy charges in respect of a particular activity, if it is reasonable in the circumstances which include a student:

- who is eligible for Free School Meals
- who is in Care
- who is Adopted from Care or is a Care Leaver
- who is the child of a Service Family

The governing body or head teacher may decide not to levy charges in respect of a particular activity, if it is reasonable in the circumstances which include a student:

- Whose parent or carer makes a written request for a remission to a specific charge/contribution