

The Technical School at Broadstairs College Charging and Remissions Policy

1. Aim

The Technical School recognises the valuable contribution that the wide range of additional activities, including clubs, out of School trips, residentials and experiences of other environments, can make towards a student's all round educational experience and their personal and social development. (Throughout this policy, the term "parent/carer" means all those having parental responsibility for a student.)

2. Purpose of the policy

To clarify the position on charging for activities and equipment.

3. Charging

The Technical School wishes to see the curriculum enriched as far as possible for the benefit of all students. It recognises that whatever public funds are made available they will never be sufficient to fund all desirable activities at the required level. The Technical School therefore reserves the right to make a charge in the following circumstances for activities organised by the School:

- School trips and residentials in School time: the board and lodging element of the residential experience and outdoor pursuit courses;
- Activities outside School hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- Acts of vandalism and negligence: the School reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends the examination.

If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the School has paid an entry fee, the School may seek to recover the fee from the parent/carer.

There may be a charge for examination entry where there is a request from the parent/carer for additional subject entries to be made which are not supported by the School.

4. Remissions

Where the parent/carer of a student is in receipt of qualifying state benefit(s), the School will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within School time. This will also be the case where the residential activity forms part of the syllabus for a public examination. The School may remit charges in full or in part to other parent/carers after considering other specific hardship cases. The School invites parent/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Head of School will authorise remission in consultation with the Associate Principal Pre-16.

5. Insurance

Any insurance costs will be included in charges made for trips or activities.

6. Voluntary contributions

Nothing in this policy statement precludes the School from inviting parent/carers to make voluntary contributions. However the School is very clear that any such contributions are voluntary; that children of parent/carers who do not contribute will not be discriminated against. If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

7. Procedure

Procedures to support this policy are appended.

8. Monitoring, Evaluation and Review

The Head of School will be identified to lead on the implementation of the policy. This individual will monitor the effectiveness of this policy and procedures and where necessary, make recommendations to the School's Advisory Board for improvement.

Appendix 1

Procedure

1. Parental/Carer Letters

The following should be taken into account in respect of letters to parent/carers informing them of the activity.

- The wording should be adapted to suit but the spirit must be preserved. A copy of the letter should be available when the risk assessment is submitted for approval.
- On any letter about a residential visit which is essential to the curriculum and which involves some School time: “If you wish for your son/daughter to go on this activity and you are on Family Credit or Income Support, then the School will meet the costs of the board and lodging. You are asked to contact the Head of School; the matter will be dealt with in confidence.”
- On any letter relating to activities, inside or partly inside School time and not essential to the curriculum and not involving accommodation: “You are invited to make a contribution to the cost of this activity. No student will be excluded from this activity simply because a contribution is not made. However the activity will have to be cancelled if there are insufficient contributions to cover the costs. If you would like to make a contribution, but are facing financial difficulties, the School may be able to help. Please contact the Head of School to discuss the matter in confidence.”
- On a letter relating to a residential visit, inside or partly inside School time and not essential to the curriculum, then a combination of both these paragraphs will be necessary.
- On any letter relating to activities totally outside School time (and such visits cannot be essential to the curriculum): “If you would like your son/daughter to be involved in this activity, but you are facing financial difficulties, the School may be able to help. Please contact the Head of School to discuss the matter in confidence.”

Owner of Policy: Deputy Principal Broadstairs College

Approving Body: Policy Committee

Stage of approval: Approved

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2. Charges

The School makes no charge for:

- lessons
- textbooks and equipment
- initial entries to public examinations
- activities, which are essential to the curriculum and take place within school
- hours
- essential protective clothing and equipment

However students should be provided with basic equipment for writing, clothing for physical education. Financial assistance may be available, please ask the Head of School.

Parental/carer contributions will be requested for some activities, which are not essential to the curriculum or which take place partly outside school hours. No student may be excluded from such an activity if his/her parent/carers have not contributed. However if insufficient voluntary contributions have been made, then the activity will have to be cancelled.

If any family is on Income Support or Family Credit, then the full cost of board and lodging will be met by the School.

Some activities fall entirely outside School time and for these a charge will be levied. Any families requiring financial assistance should they have difficulty meeting the full costs should ask to speak to the Head of School.

No charge will be levied for catering ingredients but parents/carers should be aware that whilst foods/recipes produced by the students on the catering programme would generally be released for them to take home in some instances, they may be contributed for sale in the refectory and/or restaurant.

If damage is caused to College property by bad behaviour, the parent/carers will be asked to make a donation to cover the cost of repair or replacement.

Parents/carers should be aware that if they have an outstanding debt to the College, they will need to settle this before their child is permitted to enrol on a post 16 course.

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