



THE CORBET SCHOOL

Charging and Remission Policy

Associated Policies

Review Period:- Annual

Review Completed:- August 18

Next Review Due:- August 19

Policy Manager:- SBM

Approval Authority:- F&P



THE CORBET SCHOOL

CHARGING AND REMISSIONS POLICY

The Corbet School retains a Charging and Remission policy to clarify arrangements specific to the school charges for activities and use of facilities. The policy will be reviewed regularly, and will be updated in line with current legislation.

A. CHARGING POLICY

1. NO CHARGES WILL BE MADE FOR: -

- (i) The general delivery of the National Curriculum, including the provision of text books, exercise books, equipment & instruments as required. School owned text books will be maintained as 'clean copies' which will enable them to be used by several pupils. Pupils may purchase their own copy of a text book which they can then mark with their own notes and comments. This can be done via the school to help reduce the cost.
- (ii) Parents will be encouraged to provide their children with the basic items of pencils, pen, ruler and rubber for the child's convenience, but this will be on a voluntary basis.
- (iii) Entry for prescribed public examinations following a teaching programme within the school.

2. PARENTS WILL BE EXPECTED TO PAY FOR:-

- (i) Board and lodging costs whether or not the activity is deemed to have taken place in 'school hours'.
- (ii) Clothing and footwear requested for Physical Education lessons and protective clothing needed for practical subjects. Aprons for Design & Technology, and Art can be purchased from school.
- (iii) Transport from home to work, for students involved in work experience placements.

- (iv) Pupils are encouraged to bring items such as ingredients and / or textiles into school to undertake practical sessions. Where items are difficult or impractical to obtain individually, school will buy these in bulk and make them available at cost price.
- (v) The replacement cost of books, equipment, fixtures and fittings and property belonging to the school (or other individuals), where loss/damage has been caused through negligence on the part of their son/daughter.
- (vi) Costs of examination entries wasted as a result of (a) a pupil failing to meet all the requirements of the syllabus (e.g. coursework), or (b) non-attendance at any part of the examination without good reason.

N.B. Parents will be asked to sign an acknowledgement regarding all the public examinations for which their child has been entered, before entry.

- (vii) Re-checks of external examination results requested by parents.

Since the Governing Body is keen to encourage teachers to initiate appropriate activities which will motivate and widen the interests of our pupils, it urges parents to support these 'optional extras' through voluntary contributions.

While these 'optional extras' are not essential for a child's education, it is felt that the additional stimulus to learning which they provide is of very great value.

B. REMISSIONS POLICY

_____ Parents will be entitled to claim remission if their child is currently in receipt of Free School Meals, or if they receive either :-

Income Support

Income Based Job Seekers Allowance

Support under Part 1V of the immigration & Asylum Act 1999

Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income as assessed by HMRC that does not exceed £16010.

Pension Credit, provided they receive the Guarantee element and are not entitled to Working Tax Credit.

Applications will need to be supported with evidence of benefit payment except where currently in receipt of Free School Meals.

Applications will be welcomed in the following circumstances:-

- (1) Charges including board and lodgings for students who take part in a residential visit deemed to be in 'school hours', or which is to fulfill any requirements specified in the syllabus for a prescribed examination or to fulfill statutory duties relating to either the National Curriculum or to Religious Education.
- (2) Travelling expenses (within a reasonable distance from home), incurred by students on work experience placements during school time.
- (3) Remission for music tuition as indicated in C below.
- (4) Charges for individuals or groups who take part in school extra-curricular activities may be re-imbursed either in full or in part.

Where parents do not qualify automatically in accordance with the above criteria, they can apply for support in writing . The request should include the support required and details of the family financial position. Each case will be considered independently and should be directed to the School Business Manager.

C. MUSIC TUITION PROVISION

1. Tuition at the Corbet School is provided by either
 - (a) Shropshire Music Service Tutors
 - (b) Freelance Instrument tutors who are either independent or part of the Music Heroes group.
2. Remissions
 - (a) Students who currently receive free school meals will be able to claim full remission of subscriptions for instrumental tuition, hire of instrument and membership of ensembles.
Where tuition is received from the Shropshire Music Service part of the remission will be funded by Shropshire Music Service up to a maximum of £45 per term.
 - (b) Where freelance tutors deliver the lessons the full cost is met by The Corbet School (£165 per term)
 - (c) 25% remission can be given to parents in receipt of Child Tax Credit and Working Tax Credit where joint family income is below £16010. Evidence of benefit payment approval will be required. Where tuition is received from the

Shropshire Music Service up to £22.50 per term will be funded by the service.

- (d) In exceptional cases where a student is unable to pay the subscription, but does not fall into one of the other categories above, an application may be made for full or partial remission.. Remission in such cases will be awarded at the discretion of the School Business Manager / Head Teacher.

Initial application for remission should be by way of a letter and supporting documentation, forwarded to the School Business Manager. Support will be determined on the individual circumstances of each case.