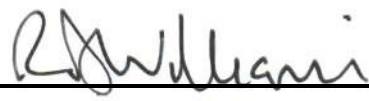




AYLESBURY  
GRAMMAR SCHOOL  
*Founded 1598*

# CHARGING & REMISSIONS POLICY

This version was approved by the governing body 03/12/2022  
The next update will be due by December 2025

Signed:   
R Williams - Chairman of Governors



## CHARGING & REMISSION POLICY

### 1. Introduction

1.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a student's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

1.2 The law states that education provided during Academy hours must be free. This definition includes materials, equipment and transport provided in Academy hours by each Academy. No student may be left out of an activity because their parents/ carers cannot or will not make a contribution of any kind.

### 2. Materials and Textbooks

2.1 Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, the school usually provides the ingredients, but certain ingredients may incur a pupil charge. Textbooks are provided free of charge, but where additional revision guides and/or materials are made available by departments, a charge can be made.

### 3. Educational Visits & Residential Activities

3.1 If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity alongside other related costs created by the visit. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. The school covers the cost of visit administration with an 8% charge on each activity capped at £25 per pupil for residential educational visits.

3.2 If the activity is held during school hours, then the school will ask parents to make a voluntary contribution towards the cost of the activity. There is no limit to the level of voluntary contribution that may be asked for or any restriction on the way in which it is used. Voluntary contributions may be used to subsidise parents of students who are unwilling or unable to pay the charges made and may pay the travel and accommodation costs of accompanying teachers or adults. Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. If, however, an activity cannot be funded without voluntary contributions this will be made clear to parents at the outset along with what any policy for allocating places will be.

3.3 Where non-chargeable education is provided during a residential visit, then the parents of a pupil who is eligible for free school meals shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

3.4 Please see Appendix I for details of our Educational Visit refund policy.

## **4. Examination Entries**

4.1 A charge will be levied for:

- Examination entries where the school has not prepared the pupil for the examination.
- Examination entries where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered (or pupil himself when over 18 years old). In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.
- Students re-sitting an examination.
- Where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

## **5. Damage/Loss to Property**

5.1 A charge will be levied in respect of willful damage, neglect or loss of school property, (including premises, furniture, equipment, books or materials). The total cost to refund will be decided by the Headmaster in all cases and shall be the full cost of a replacement or repair of such item as appropriate.

## **6. Lettings**

6.1 The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. Charges are invoiced in advance of bookings, with payment due before hire commences and the scale of charges will be determined annually by the Governors' Resources including Finance Committee and approved by the Full Governing Body.

6.2 Damage or loss of property directly as a result of lettings will be charged in full to the hirer in all cases, in line with the School Lettings Policy.

## **7. Minibus Charges**

7.1 The school minibus is available for hire at a charge that covers the cost of providing the minibus to third parties. The standard day rate covers the cost of insurance, road tax and daily wear and tear in addition to a 100% charge for all fuel used. Where fuel is not replaced in line with policy, we reserve the right to bill the hirer for the cost of fuel and a £10 administration fee.

7.2 Damages to the minibus, incurred as a direct result of using the minibus whilst hired out will be charged in full to the hirers insurance company, in line with the School Lettings Policy.

## **8. Freedom of Information requests**

8.1 The school is entitled to refuse to deal with a Freedom of Information request where it estimates that doing so would exceed the appropriate limit (which is currently £450) to either comply with the request in its entirety or to confirm or deny whether the requested information is held. In this case a decision will be taken by the Headmaster, Governors' Resources including Finance Committee or Governing Body to either decline or charge for the request in line with Sections 9 and 13 of the Freedom of Information Act which gives the school the right to do so.

8.2 Where it would exceed the appropriate limit to comply with a Freedom of Information request, the school may charge requesters the communication costs incurred in complying with such requests. Communication costs include photocopying charges at the current copy rate of 10p

per copy and staff time at £25 per hour. In this situation a fee notice will be issued to requesters setting out the fees payable before charges are incurred.

## **9. Other Charges**

9.1 The Headmaster, Governors' Resources including Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report or copies of files and other documents.

## **10. Free School Meals**

10.1 A child may qualify for free school meals if their parents / carer are entitled to receive one or more of the following:

- Income Support
- Income Based Jobseekers Allowance
- An income-related employment and support allowance
- Support under Part VI of the Immigration & Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed the published amount at the time (Oct 2021, £16,190)
- Universal Credit with an annual net earned income of less than the published amount at the time (Oct 2021, £7,400)

10.2 Where the school grants a pupil a free school meal the school authorises a daily spend amount of £3.20 to each pupil. (Please note that this figure is from September 2021 and that it is reviewed in September each year).

# **Appendix 1 – Refund Policy**

## **Introduction**

This document has been written to inform you of the detailed rules that determine how and when refunds to parents will be made in relation to school visits. By making a donation to a visit, you agree that your contribution will be used as set out below.

## **Background**

The cost of each visit has a budget. The requested contribution from parents is based on the premise that each visit's costs will match exactly to the budget. Whilst most educational visits come in on budget there will always be some that vary. Where costs are not as great as anticipated and small surpluses occur, these are transferred to a separate fund (the "Educational Visits Contingency Fund" or "EVCF"). This fund is primarily used to fund any small overspends on those educational visits whose costs slightly exceeded budget. Where refundable surpluses occur on an individual trip the surplus is refunded to the parent and not transferred to the EVCF. The rules of what constitutes a refundable surplus are set out below:

## **Surplus Rules**

The surplus per pupil is calculated by total trip surplus divided by the number of students. Due to disproportionate administrative costs if the surplus per pupil is less than £10, the school will not make a refund and all the surplus will be transferred to the EVCF.

## **How will I be notified of a refund?**

Surpluses can only be calculated once a trip has been officially "closed" in accordance with the schools procedures. The school will review all closed educational visits on a regular basis and issue any refunds via ParentPay where possible or by bank transfer.

## **Will I be able to get my money back if my son can no longer go on the trip?**

Once you have made a payment to the school for a visit, the school is under no obligation to return that donation. Indeed, in most cases this will be impractical as the contribution per student has already been set to cover costs and in the event of a refund the visit would overspend.

However, the school recognises that there may be extenuating circumstances and any such request will be judged on merit. In the event that this applies to you, please put in writing that you are requesting that your son no longer goes on the visit and the reason for the change of mind. All requests must be made to educational visits leader.

## **Foreign Currency Advances**

At the end of visits any unused currency that the school has taken is banked and put back into the visit fund before any surplus or deficit is calculated.

However, it is not possible for the school to bank surplus coins. Therefore, these cannot be transferred back into the fund and the school donates these to charity. By making the donation for the visit you agree to the school doing this.