



Charging and Remissions Policy

Policy Leader: Governing Board

Produced by:	Business Manager	Date: October 2023
Last reviewed on:	January 2022	
Date of Review	November 2023	
Date of next Review	November 2024	

Statutory Policy required by education legislation:

Statutory Policy required by Education Legislation: The Education Act 1996, Section 449 – 462.

ASPIRE

ACHIEVEMENT * SUPPORT * PERSEVERANCE * INDIVIDUALITY * RESPECT * EXCELLENCE

Rationale:

The college policy is in accordance with the Education Act 1996 - Section 457.

It is the intention that no student will be disadvantaged through financial hardship from any curriculum activity organised by the college. No charge is made either in respect of admission to The Henry Cort Community College or in respect of the education provided for registered students in college hours (currently 8.25am – 2.35pm) except as outlined below:

Objectives:

- To provide activities/opportunities which support the curriculum and/or enhance the students' college experience.
- To comply with the 1996 Education Act.
- To endeavour to include all students in college experiences which normally require a voluntary parental contribution, by seeking funding from other sources for those students with financial hardship.

Method

1. College visits

a) Non-residential

No charge is made for any visit which is an essential part of the curriculum whether it is taking place in or out of normal college hours. However, parents may be asked to make a voluntary contribution towards the cost of the visit.

No charge is made for any visit which is not an essential part of the curriculum and which takes place wholly in college time. However, parents may be asked to make a voluntary contribution towards the cost of the visit.

No charge is made for any visit which is not an essential part of the curriculum and which takes place partly in and partly out of college time where 50% or more of the duration of the visit (including travelling time) is in college time. However, parents may be asked to make a voluntary contribution towards the cost of the visit.

A charge is made for any visit which is not an essential part of the curriculum and which takes place partly in and partly out of college time, where less than 50% of the duration of the visit (including travelling time) is in college time. Students whose parents are unwilling to pay this charge, may be excluded from the visit.

A charge is made for any visit which is not an essential part of the curriculum and which takes place wholly outside college hours. Students whose parents are unwilling to pay this charge may be excluded from the visit.

b) Residential

A charge will be made for board and lodging for any residential visit, whether it is in or out of normal college hours and whether it is part of a syllabus leading to public examination or is part of the statutory provision of the National Curriculum or is part of the statutory provision relating to Religious Education. Students whose parents are unwilling to pay this charge may be excluded from the visit.

No charge is made for any transport necessary for the provision of a residential visit if the visit is:

- wholly in college hours;
- 50% or more in college hours;
- part of the syllabus of a public examination;
- part of the statutory provision of the National Curriculum;
- part of the statutory provision relating to Religious Education.

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However, parents may be asked to make a voluntary contribution towards the cost of transport.

NB: some parents in receipt of Child Tax Credit, Universal Credit or Income Support, are entitled to claim remission from charges relating to board and lodging in respect of residential visits, where the visit is part of the syllabus of a public examination, is part of the statutory provision of the National Curriculum or is part of the statutory provision relating to Religious Education. (Please contact the college if you think you may be eligible.) All parents whose students potentially are involved in such a visit are informed of this entitlement.

Definitions/expansions:

Charges for board and lodging

This covers the actual costs per student. Extras such as staff accommodation, refreshments for this journey are not charged as part of board and lodging. Any extras will be shown in correspondence with parents under a separate heading and charges or requests for voluntary contributions will be made as appropriate.

Voluntary contribution

A voluntary contribution is not limited by actual cost. On occasions, parents may be asked to make a voluntary contribution which is greater than the actual cost, in order to cover the total cost of activity.

Parents are informed that a visit will be cancelled if there are insufficient contributions to cover the total actual cost.

2. Examination fees

No charge is usually made for preparing or entering a student for a prescribed public examination. However, a charge will be requested from parents in advance to enter for an examination in the case of a student not fulfilling coursework or other requirements of exam board. Parents will be reimbursed following successful completion of the examination.

A charge prior to a student being entered for an examination will be made in the case of a student not fulfilling the college's requirements regarding public examinations and college standards. Parents will be reimbursed following the successful completion of the examination and appropriate student conduct.

A charge may be made in the event of a student not completing the requirements of a public examination; the student's parents will be expected to reimburse the college for the actual cost of the fee(s) previously paid by the college.

A charge may be made to cover any actual costs incurred in preparing and entering a student for non-prescribed public examinations where that preparation has taken place outside normal college hours.

No charge will be made to parents for students re-sitting public examinations if college has agreed. However, students are expected to meet college requirements relating to this, including attending revision sessions, failure to do so may result in parents being charged the appropriate cost.

A charge will be made to parents who wish for their child to re-sit an examination to which the college does not agree.

The Current charge for re-sits is cost of exam plus £5 administration fee.

3. Work experience/work placement/community service/education off-site

No charge is made for transport provided by the college (or LA) to take students to or from Work Experience and/or Active Citizenship. However, parents may be expected to meet the cost of transport not provided by the college (or LA) to or from such placements. A remission/subsidy of this cost may be made. A meal (or

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current cash equivalent) will be provided without charge for any student, normally in receipt of a free college meal, who is involved in Work Experience or a Work Placement, on request by the parent.

4. Charging in kind

The college is prepared to provide/pay for any ingredients, materials, equipment etc. needed for practical activities in subjects such as Food Technology and Design & Technology. However, a charge is made to those parents who indicate in advance, that they wish to own the finished product.

5. Breakages

No charge is made for the making good of damage to the college site or the replacement of damaged college property, where that damage arises through fair wear and tear. However, a charge is made where that damage is the result of dangerous, irresponsible or otherwise unacceptable behaviour.

NB The Education Reform Act 1996 does not refer to breakages and/or fines.

6. Lost property

The college supplies all necessary books without charge. However, a charge may be made if a student loses a book or any other item of college property, in order to recover the actual cost.

7. Music tuition

Parents are required to contribute termly, in advance, towards the cost of paired instrumental tuition provided by the college. Lessons are confirmed for the academic year in advance. The college will support students in receipt of pupil premium funding if requested. The college reserves the right to reduce the level of subsidy if students in receipt of such tuition do not contribute to college extra-curricular music activities. The current charge is £100 per term for individual tuition. NB This will rise to £110 per term on 1st April 2024 (£330 annually), then £116.67 per term (£350 annually) from 1st September and will be reviewed annually.

8. Miscellaneous

At present the college receives some specific additional allocations to support certain categories of disadvantaged students. At the discretion of the Principal these monies may be used to support students who meet the requirements of the allocation in meeting the above charges.

From time to time, the college may be able to offer specific items for sale to parents. In such a case, a charge is made to recover the actual cost of the item(s) involved. The college does not act as an agent for any third party which seeks to organise activities for students, which are liable to involve parents in direct expense.

Nothing in this policy precludes the Governing Board from inviting parents to make a voluntary contribution towards the cost of providing education for students.

The Governing Board may wish to remit in full, or in part, the cost of activities, other than those referred to above for which remission may be applicable, for particular groups of parents. Such remission will be as a result of cases of family hardship, or other specific circumstances and will be made by the Principal, in consultation with the Chair of the Governing Board.