



## **POLICY ON CHARGING and REMISSIONS**

The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the education programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances – provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of The Crypt School has decided that until further notice its Policy will be as follows:

1. Day Visits: For visits occurring during school time the school will invite a voluntary contribution from parents to meet costs. For visits outside school time, parents will be charged for all allowable costs.\*
2. Residential Visits During School Time: The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings. If less than 50% of the visit falls outside of school sessions, the trip is defined as being in school time. The total length of the visit is measured in half days, and each school session represents one half day.
3. Residential Visits Outside School Time: Parents will be charged for the full cost of the visit including all allowable costs\* and board and lodging. If more than 50% of the visit falls outside of school sessions, the trip is defined as being outside school time. The total length of the visit is measured in half days, and each school session represents one half day.

\* Allowable costs include: The pupil's travel and subsistence costs; materials, books, instruments and other equipment; non-teaching staff; costs of teaching staff where separately engaged under a contract for services for the visit or activity; entrance fees to museums, castles, theatres, etc; insurance costs, costs for staff training associated to enable safe running of the activity, and at the Governors' discretion any other costs incurred as a result of these optional activities.

4. Any visit required because of recognised public examinations, the National Curriculum or the law on Religious Education: As for Paragraph 2.
5. Instrumental Music on an individual basis: A tuition fee is levied for instrumental tuition provided during school hours and a small charge is made for the hire of the musical instruments used in individual (or small group) tuition. The charge is waived in respect of children whose parents are in receipt of benefits as defined under remissions.
6. The school will ask for a contribution towards the cost of materials for Food Technology lessons, and will ask pupils to bring in some ingredients. Contributions will also be asked for towards some Design and Technology projects and towards materials required for Activities week.

7. Classroom Materials: No charge will be made for materials or equipment, other than as listed above. Parents are asked to provide personal writing implements, geometrical drawing equipment, a calculator, an atlas and a dictionary. However, for certain practical activities parents may be invited to provide materials on a voluntary basis. Where parents would like to keep the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials. Students upon entry into Year 12 may be asked to purchase text books from an academic department at a price no greater than the cost. At the end of the course the department may (at its sole discretion) agree to purchase from students (at a mutually agreed price) those books that are in a good condition.
8. Clothing: parents are required to provide school uniform, sports wear, and a protective apron for practical work in accordance with the criteria set down by the school from time to time.
9. Breakages: Parents will be required to meet the costs of all breakages, damage and/or loss resulting from a pupil's actions, behaviour or negligence.
10. Examination Fees : please see separate policy

### Remissions

In applying the above Policy the school shall at all times take into account the following principles relating to the remission of charges.

1. Where the trip takes place wholly or mainly during school hours, children whose parents are in receipt of the following support payments will, also be entitled to the remission of these charges:
  - Income Support
  - Income-based Jobseeker's Allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the amount assessed by the Inland Revenue
  - Guaranteed State Pension Credit.
2. The remission criteria set out above will also apply where the trip takes place outside school hours but is necessary as part of the National Curriculum, or forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or forms part of the syllabus for religious education.
3. Requests from parents for financial assistance in relation to activities covered by this Policy must be made to the Headmaster who will consider them in accordance with the principles set out in this Policy. Should assistance be granted, the funds will be made available from the School Fund.

### Voluntary Contributions

Subject to the Policy on remission of fees set out above the school reserves the right to ask parents for voluntary contributions toward the cost of activities set out in this Policy in accordance with the following provisions:

1. Where voluntary contributions are invited from parents for any of these activities Where appropriate, parents may be informed that the trip or activity may not proceed if sufficient funds are not raised in this way.
2. Each year all parents will be invited to contribute to the school fund. Parents may also be invited to make voluntary contributions:
  - (a) towards the cost of prescribed examinations for which pupils have been prepared by the school, and/or
  - (b) towards the school's laptop computer scheme.