

# Aylesford School

and Sixth Form College



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## CHARGES AND REMISSIONS

### POLICY

Written/Updated: October 2017  
Review Date: October 2019  
Lead: Business Manager  
Via: Finance and Premises

**'from potential to reality'**

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A charitable company registered in England and Wales, company number 7848367

**Headteacher: Steven Hall BSc MA**

## **POLICY ON CHARGES AND REMISSIONS**

The Education Reform Act of 1988 makes clear that the principle of free education for all is maintained but it outlines where charges can be made to parents and who must be relieved from them. It also regulates appeals for voluntary contributions. It requires every Governing Body to have a definite policy on these matters.

The Governing Body of the school has agreed that the school's policy shall be to conform fully with the requirements of the Act. The Governing Body also agreed that the following statement be made available to all parents as a summary of the main provision.

1 No charges to parents may be made except for the following:-

- Individual tuition in singing or in the playing of a musical instrument, except where this tuition is to meet the requirements of a prescribed public examination or of the National Curriculum. However, the Governing Body may remit any charges in cases of hardship.
- Payment for Before and After School Club (Griffins) sessions for Primary School Students.
- Optional activities, voluntarily accepted by the parents, which take place outside school hours at least to the extent of 50% of normal school hours, excluding meal breaks. The time of any activity includes travelling time.
- Board and lodging involved in any residential visit, whether for optional activities or not.
- Costs of preparing students for public examinations not prescribed in the regulations, or for the preparation of students for such examinations or any other examinations, outside school hours.
- Re-sits of public examinations where no further preparation has been provided by the school.
- The materials or ingredients used in practical subject instructions, such as cooking, providing the parent has indicated in advance the wish to have the final product. Alternatively, they may supply the ingredients themselves. .

2 Where charges are made, the charge for each student must be limited to the total cost plus any internal costs (e.g. administration and insurance) and a small contingency.

3 Parents who are in receipt of Income Support, Income Based Job Seeker's Allowance, State Pension Credit, Child Tax Credit or support under part VI of Immigration and Asylum Act 1999 are entitled to be relieved from some charges. Parents should write in confidence to the Headteacher with their claims as they arise. This is based on current practice of up to 20% discount on uniform and up to 50% discount on school trips and visits and reviewed annually by the School Business Manager.

The school may ask for voluntary contributions, whether directly or by fund-raising activities, from parents or others for:-

- improving on the statutory provision of books, equipment, games' materials, transport facilities etc

- funds to enable children whose parents are unable to pay towards any school activity for which a charge is made

In relation to trips and activities during school time:-

- it is made clear in all communications that contributions are voluntary
- whether parents contribute to an activity or not the ability to participate in a school time activity will not be affected and children will not be disadvantaged through inability to pay
- where however, sufficient funds are not available overall for any optional activity, it may be cancelled