THE ASTLEY COOPER SCHOOL

CHARGING & REMISSIONS POLICY

Updated June 2019

Headteacher: Mr E Gaynor
St Agnells Lane, Hemel Hempstead, HP2 7HL

Tel: (01442) 394141
Fax: (01442) 401407
E-mail admin@astleycooper.herts.sch.uk

General Policy

1. No charges will be levied on parents unless such charges comply with this policy. Where charges are made for a particular student activity, such charges will not exceed the actual cost to the school. Parents will be told how the charge is derived and who might qualify for help with the cost (such as parents in receipt of income support or family credit). Charges relating to trading activities are intended to make a reasonable profit for school funds.

Education during School Hours

2. With the exception of musical instrument tuition, education provided during school hours is free. 'Education' includes materials, equipment and transport provided in school hours by the LEA or the school to carry Students between the school and an activity. 'School hours' are those hours when the school is actually in session, and do not include the break in the middle of the school day.

3. The cost in cash or in kind of ingredients and materials needed for such subjects as Design and Technology and Food Technology will be charged to parents .

4. Some activities that fall within school hours may not be viable without voluntary contributions by parents. Such activities will only be available if parental contributions make the activities financially viable. These cases will be explained to parents at the planning stage.

Musical instrument tuition

5. Charges may be made for teaching either an individual student or students in a group of up to four, to play a musical instrument.

Public examinations

6. Public examinations include GCSEs, A and AS levels and Vocational Qualifications. No charges will be made for entering students for examinations on the set list. However, an examination entry fee may be charged to parents if the examination is on the set list, but the student was not prepared for it at the school; or the examination is not on the set list, but the student was prepared for it at the school; or the student fails without good reason to complete the requirements of any public examination where the Governing Body or the LEA originally paid or agreed to pay for the entry fee.

7. A charge will be made for the cost of any re-scrutiny or re-sits of examination results if so requested by parents.

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Education during and outside school hours

Where Educational visits/ trips take place during the course of the school day, and where that trip is an integral part of the school curriculum, Parents/Carers will be asked to make a voluntary contribution to cover the costs of travel, admission fees (or Accommodation, food where the trip is Residential). No child will be denied the opportunity to attend based solely on an inability to make a contribution.

The school will seek to encourage students to attend and will make use of the Pupil Premium funding to provide financial assistance to eligible students.

The school may at its discretion, provide financial assistance to any student in exceptional circumstances.

School Minibuses

9. No charge will be made for the use of the school minibus if representing the school (sporting fixtures, for example) but voluntary contributions towards the cost of fuel may be requested, if minibus used for any other activity.

Supply of Goods and Services

10. All school uniform is provided by SWI part of the Banner group. This is available through our website or direct on www.swi.co.uk

11. The photocopying service is intended to provide a service for members of the school and should be self-funding, any profits will be re-invested back into equipment needed for this service.

12. Charges for private telephone calls made by members of the staff will be set at a realistic level at which there is no loss to the school.

Hiring of Premises

13. The arrangements for lettings will comply with the Hertfordshire County Council's directions on the community use of school.

14. While non-school activities will not be subsidised by the school budget, Governors wish to encourage the community use of the school. Rates will be negotiated by the Facilities Manager in consultation with the School Business Manager using an indicative scheme of lettings rates which will be in line with local secondary schools. This is available from the Facilities Manager.

Deliberate Damage

15. Any person found to have caused deliberate damage will be charged by invoice for repair or replacement.

16. If payment is not received the School Business Manager has the authority to prevent a student attending a trip/function which is not curriculum related.

Arrangements for Monitoring and Evaluation

The Finance Committee of the Governing Body will monitor the impact of this policy by requesting financial reports on activities which resulted in charges being levied, any subsidies awarded (without giving names) and the source and amount of t6hose subsidies. It will seek to evaluate the impact of the school's extended services on those students most in need of additional support.