



Kirkbie Kendal School Academy Trust

Policy Title:	Charging & Remissions Policy
Policy Reference:	C4
Version:	1.5
Member of Staff Responsible for review:	Business Operations Manager
Governors' Committee/SLT Responsible:	FAP
Status:	Adopted
Date first adopted/accepted by Governing Body:	4 Nov 08
Review Cycle:	2 years
Date of last review:	Apr 24
Date for next scheduled review:	Apr 26

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"Kirkbie Kendal School promotes the safeguarding and welfare of children in its care; all policies and procedures support the Child Protection Policy.

Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

<u>Version</u>	<u>Date</u>	<u>Description</u>
1.1	F&P - 25 Apr 17	Changes to Support for Hardship Cases section: Parents to be in receipt of FSM and 50% charge for instrument tuition.
1.2	F&P- 26 Apr 18	Addition of 'appeal against internal assessment' added to charges table Addition of Related Policies section
1.3	F&P - 30 Jun 20	Music Instrument Tuition: addition of sentence relating to support for one instrument only. Second/additional instruments, full charge applies Addition of charge for activity for any books, materials to be owned by student. Remissions section added.
1.4	FAP - 27 Apr 22	No changes
1.5	SLT 15.04.2024 FAP – 22.04.24	No Changes

KIRKBIE KENDAL SCHOOL ACADEMY TRUST

CHARGING & REMISSIONS POLICY

INTRODUCTION

The policy of the governors of Kirkbie Kendal School is to provide free education for all attending students. This policy is implemented within the letter of the law, and also embracing the spirit of it. The governing body has, therefore, set up a charging and remissions policy for certain activities in school. It will be reviewed annually.

OUTLINE

Where visits are arranged either as an integral part of a particular syllabus or to enhance students' learning experience, parents may be asked to contribute towards the cost. However, legislation states that a student should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the Headteacher for exemption from such contributions or support towards the requested contribution. However, we hope that parents will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming.

There may be occasions when an organisation other than the school governing body arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided, but permission for children's absence must be sought from the school.

We believe that a school should give students as many varied learning experiences as possible and we shall do our utmost to ensure that all our students have the opportunity to benefit from such experiences. For other activities such as music tuition, field trips, concert and theatre visits the Table on page 2 indicates the charges that will be made. It also covers charges related to examination fees in specific cases.

Support for Hardship Cases.

To qualify for support parents must be in receipt of one of the benefits listed in the Remissions section below and provide proof on request.

- **Music Instrument Tuition.**

Lessons for individual music tuition 50% charge (one instrument only).

If a free musical instrument lesson is provided and two lessons are missed in any half term, a charge will be made.

Support as above is only available for one instrument – full charge applies for second and additional instruments.

- **School Trips.**

If for a single day and cost of £10 or less full cost chargeable.

Over £10 cost or residential trip school support of 20% up to a maximum of £40 of cost of trip may be supported, ie:

£75 support = £15

£200 support = £40

£400 support = £40

Current rates will apply

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ACTIVITY	COMMENT
Individual Instrumental music tuition that is over and above the National Curriculum, and/or an approved examination syllabus.	A charge will be made per lesson. This will be reviewed when the charges made to the school by the Music Service increase. Any examination fees are paid by parents/carers.
Transport to Work Experience.	Parents/carers will pay directly (except stated students where the statement refers to transport).
Activities outside school time not related to statutory duties.	Contributions will be required.
Board and lodging on residential visits.	Parents/carers are to be requested to pay a contribution. Except in cases of statutory remission where families receive benefits.
Re-mark of exam results and other examination services.	Parents/carers to pay all exam board charges.
Exam entry for prescribed exam for which students have not been prepared by school	Parents/carers to pay all exam board charges.
Entry for an exam which is not on prescribed list where preparation takes place outside school hours.	Parents/carers to pay all exam board charges.
Recovery of wasted exam fees.	Parents/carers to pay exam board fees..
Resit of external exam modules at GCSE, AS and A2.	Parents/carers to pay resit fee levied by exam board.
Educational visits and field trips.	Parents/carers will be asked for a voluntary contribution.
Appeal against internal assessment	Parents/carers to pay costs
Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them	Parents/carers to pay the cost.

REMISSIONS

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)

- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Related Policies

Internal Assessment Appeal Policy
Educational Visits Policy

THIS DOCUMENT IS AVAILABLE IN THE FOLLOWING FORMATS:

PAPER
ENLARGED PRINT
EMAIL
WEBSITE

Sample Letter

Dear

Thank you for your enquiry concerning financial assistance towards the cost of
School trip. The approved school policy is that financial support can be provided to parents who
are in receipt of Free School Meals.

The support available is:

Single day trip and cost up to £10 – no support.

Over £10 or residential trip school support of 20% up to a maximum of £40.

If you wish to apply for support, please forward a written request to the School Business
Operations Manager with proof that you are in receipt of Free School Meals.

Yours sincerely