



Stoke Newington School  
& Sixth Form

# **CHARGING AND REMISSIONS POLICY**

## Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions, and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

1	Admissions	No charge will be made for admission.
2	School meals	No charge will be made for food to the value of £2.10 (a set meal) for students entitled to free school meals. Food taken above this value will be chargeable at full rate. We will charge all pupils not entitled to free school meals an amount determined by the governing body of the school
3	Public examinations	No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school. We may charge parents the examination fee if a student fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This may include failure to attend an examination without good reason or exclusion from any exam due to poor behaviour or cheating. This will be decided by the headteacher. We may charge parents the examination fee for a student to re-sit examinations. This will be decided by the headteacher. We may charge parents examination appeal or re-mark fees where the school does not support a re-mark. These fees will be fully reimbursed if the appeal or re-mark is successful.
4	Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and do not include the break in the middle of the school day)	No charge will be made for activities provided during school hours, with the exception of music tuition which is charged at £35 per term for students not eligible for free school meals. Music tuition is free of charge for students eligible for free school meals. No charge will be made for transport during school hours e.g. to fixtures. Parents/carers will be asked for voluntary contributions to cover any costs incurred as part of a school trip or visit, if the trip or visit is considered a part of the curriculum. The school will always seek to recover the full cost of non-curriculum trips. Where parents whose children are eligible for Free Meals may have difficulty paying all or part of a voluntary contribution financial support is available through the Pupil Premium (if a curriculum trip) or Pete Brennan Memorial Fund (if it is a non-curriculum based trip). No child should be excluded from any curriculum based activity on the grounds of financial hardship. A charge will be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.
5	Activities for pupils that take place outside school hours.	No charge will be made for an activity that takes place outside school hours when it is: a) a necessary part of the curriculum b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school

		<p>c) involves students representing the school, e.g. a school sports team.</p> <p>Parents/carers will be asked for voluntary contributions to cover any costs incurred as part of a school trip or visit. Where parents whose children are eligible for Free Meals may have difficulty paying all or part of a voluntary contribution financial support is available through the Pupil Premium or Pete Brennan Memorial Fund.</p>
		After school clubs that do not meet the above criteria are charged at £35 per term, or are free to students eligible for Free School Meals.
		Residential or other extra-curricular activities that do not meet the above criteria are charged at cost. Where parents whose children are eligible for free meals may have difficulty paying, financial subsidy is available through the Pupil Premium or Pete Brennan Memorial Fund. This will not usually cover more than 70% of the cost of the activity.
		Breakfast club is charged at 80p per session for all students, which includes breakfast. It is free for FSM students
		Youth club is charged at 50p per session for all students, which includes a light snack.
6	Learning Materials	<p>No charge will be made to students for learning materials, such as books, that are essential to the KS3 or 4 curriculum.</p> <p>In KS5 students are expected to purchase their own learning materials. Bursaries are available for students eligible for free school meals.</p>
7	Work Experience	<p>Students are expected to cover the costs of travel and meals during their period of work experience.</p> <p>Students eligible for free school meals will be awarded a meal allowance of £2.10 per day.</p>
8	Damage	Students will be expected to cover the cost of any damage to the school as a result of reckless behaviour or deliberate vandalism. Parents will be invoiced for this.
9	Loss of or damage to school resources	Students will be expected to pay any costs of loss or damage of school resources on loan to them. This will usually be the full repair or replacement cost.
10	Printing and photocopying	<p>Printing is free for students whose printing is for educational purposes. This usage is monitored by the school.</p> <p>Outside of school-related printing students will be charged at 4p per copy for black &amp; white and 6p per copy for colour printing. Charges for A3 paper are 8p for b/w and 12p for colour.</p>
11	Lost Student ID cards	Lost or avoidably damaged student ID cards are charged at £5.00 for replacement.
12	Replacement Planners or Timetables	Replacement planners are charged at £2.00 each. Replacement timetables are charged at 20p per timetable.

Signed: \_\_\_\_\_

(Chair of Committee)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Previous policy review date: Spring 2013

This review date: Autumn 2016

Next review date: Autumn 2019