

**Gillotts School**  
**Charging and Remissions Policy for School Activities**  
**March 2021**

We believe all our students should have the opportunity to benefit from school activities and visits. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some students taking advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date is recorded at the end of the document.

**1. The policy identifies activities for which :**

- **charges will not be made**
- **charges will be made**
- **charges may be waived/reduced**

**2. Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to students. All requests for voluntary contributions will state clearly the voluntary nature of the payment and the fact that students whose parents do not make such contributions will be treated no differently from those who have.

**The Law says:**

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay, the child will be given an equal chance to go on the visit.

Consistent with the school's Behaviour for Learning policy, the school will normally seek voluntary contributions from parents when damage to school property is caused wilfully by students or when it arises from misbehaviour or other reckless conduct. The school also reserves the right to take legal proceedings in exceptional circumstances.

**3. No charges will be made for**

- Education provided during school hours
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for the first entry to a prescribed public examination that the student is being prepared for at Gillotts.

- Tuition for students learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school.
- Entry for a prescribed public examination if the student is being prepared for it at the school\*
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours, if it is a requirement of the National Curriculum or part of the syllabus for a prescribed public examination that the student is being prepared for at the school

\*see table below detailing activities which may/will be charged for

#### 4. Activities for which charges may be made:

##### a. Activities outside school hours

Charges may be made for non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours. (Time spent on travel counts in this calculation if the travel itself occurs during school hours.)

##### b. Residential activities

For residential trips deemed to take place during school time, a voluntary contribution not exceeding the cost of the trip will be requested. Students whose parents/guardian are in receipt of certain benefits (see remissions policy below) can request that the school should apply on their behalf to local educational charities for up to half of the cost of the trip. The school may also provide the facility to pay in full or in part for any school trip in staged payments.

For residential trips deemed to take place outside school time (e.g. a ski trip) the full cost of the trip is payable.

When any trip is arranged, the parents will be notified of the policy for allocating places.

It is the policy of Gillotts School that charges may be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for are regarded as 'optional extras'. Charges will not exceed the actual cost (per student) of provision.

Cost implications	Notes	Help available
Charges may be made for any materials, books, instruments or equipment, where a parent/guardian wishes their child to own them. Students will be expected to provide their own basic stationery items	For example, any items for sale from student services or, when creating art or DT artefacts– a charge to cover the cost of the wood.  Likely expenditure for extras relating to GCSE courses will	

as detailed in the student handbook.	be made clear in the option booklet.	
Charges will be made for music tuition	The cost for teaching staff employed to provide tuition in playing a musical instrument or singing where the tuition is an optional extra for an individual student or groups of up to four students.	
Charges will be made for residential trips	The charge will not exceed the actual cost	Applications for up to half from local organisations for parents/guardians in category A below. Facility to pay in instalments in advance of the trip may be made available.
*Charges will be made for exam fees, re-sits, remarking and reviews of non-exam assessments	<p>If a student fails to meet any examination requirement for a syllabus a charge will be made for exam entry.</p> <p>If a re-sit is requested by a parent/guardian, following a student failing to meet any exam requirement, a charge will be made.</p> <p>If a re-mark of an exam or a review of a non-exam assessment is requested by a parent/guardian a charge will be made.</p>	
Lost Locker keys	A deposit is required for a locker key, which will only be refunded when the key is returned.	

## 5. Remissions

In order to remove financial barriers from disadvantaged students, the governing body has agreed that some activities and visits where charges can legally be made will be offered at a reduced rate to parents in particular circumstances. This remissions policy sets out the circumstances in which charges are reduced.

## 6. Families qualifying for help with charges

If financial help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for help are given below.

Parents/Guardians in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £16,385 (2020/21)
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – In England, if application is made on or after 1 April 2018 the household income must be less than £7400 a year (after tax and not including any benefits received). If child is currently eligible for free school meals, they will remain eligible until they finish the phase of schooling (primary or secondary) they are in on 31 March 2022
- Other circumstances at the discretion of the Headteacher

Payment in instalments in advance of a trip is arranged if required.

When an opportunity for a trip arises at short notice, it will be possible to arrange payments by instalments beyond the date of the trip if the parent/guardian provides a written undertaking to pay in full by an agreed date.

Policy agreed by the Governing Body on 13 October 2009

Reviewed and agreed by F&R on 02 March 2021 (due Nov 20)  
Next Review Date...November 2022