



King Edward VII Science and Sport College

Policy of the Governing Body on Charges and Remissions

King Edward VII Science and Sport College promotes lifelong learning and high achievement by working with students from 14 to 19 years of age to enable them to:

- Maximise their academic, social and personal development
- Develop enquiring minds and a sense of curiosity
- Develop attitudes and values together with skills and knowledge
- Work independently and collaboratively
- Carry out self review and set targets
- Develop high self esteem, respecting themselves, others and the environment
- Extend themselves in mind, body and spirit
- Be flexible and adaptable to the modern world
- Respond to 'The Art of Brilliance' and fulfil their potential

Approved by the Governing Body March 2015

1. Introduction

This statement of policy has been drawn up to comply with (a) Section 33 of the academy's Funding Agreement and (b) Sections 449-462 of the Education Act 1996 and is subject to the approval of the Secretary of State. It is reviewed annually by the Governors in accordance with the *Handbook of Governance* and a summary is published in the college prospectus.

2. Special Transport

With the agreement of the College, pupils may at times need to attend an activity which is away from the College premises and which is not provided by the Governors, such as work experience or community service. Where such a pupil uses transport not provided by the College to travel directly between home and the place of the activity, the parents will be expected to meet the cost of that transport.

3. Ingredients and Materials

If parents have indicated in advance a wish to own the finished product of a pupil's work in Food Technology, Textiles, Art or Design Technology, for example, the cost of any ingredients or materials not supplied by those parents will be charged to them.

4. Instrumental Tuition

The Governors will make a charge for providing instrumental music tuition (to include Voice lessons) to pupils attending the College. The amount of the charge will be reviewed periodically.

No charge will be made to a pupil who:

- Requires the tuition as part of the specification (syllabus) for a prescribed public examination that the pupil is being prepared for in college.

Remission on grounds of exceptional hardship not within the above criteria may also be considered in accordance with paragraph 11 below.

Entry fees for music grade examinations will be charged.

5. Optional Extras

- 5.1 An 'optional extra' is education provided outside of College time that is not part of the National Curriculum, part of the syllabus for prescribed public examination that the pupil is being prepared for in College, or part of Religious Education.
- 5.2 A charge will be made where the parents have previously agreed in writing to a pupil participating in an optional extra activity.
- 5.3 An excursion not involving one or more night away from home will count as an optional extra if less than half the time spent on it (including travel time) falls during College hours. (The expression 'College hours' means those hours when the College is actually in session and does not include the break in the middle of the College day. The present College hours are: morning 8:55am to 1.20pm and afternoon 2.10pm to 3.10pm)
- 5.4 A residential visit involving one or more nights away from home will count as an optional extra if the number of College sessions (half days) spent on the visit = less than 50% of the visit. (A 'half day' means any period of 12 hours ending with noon or midnight on any day.) It will not count as an optional extra if 50% or more of the time = College sessions (even if some activities take place late in the evening).
- 5.5 The charge for an optional extra will be the actual cost of providing it, divided equally by the number of pupils willing to participate. The cost will include travel outside College hours, board and lodging, any special materials, books instruments or other equipment required, non-teaching staff costs, entrance fees, insurance and the expenses of any teaching staff specifically engaged for the activity.

6. Board and Lodging

Where any College activity – regardless of whether or not it is an optional extra involves a pupil in spending one or more nights away from home, a charge not exceeding the actual cost of board and lodging for that pupil can be made.

7. Public Examinations

Details of the Governors' policy on re-sitting public examinations, re-making and the requesting of examination scripts and any charges involved, are available from the College upon request.

8. Outside Organisations

An educational trip or other activity may be offered to pupils by some organisation other than the Governors. If the activity is during College hour's pupils (and any teaching staff involved) will need leave of absence from the College. If such leave is granted by the Prinpal or the Governors, the outside organisation concerned may charge the parents directly for the service provided.

9. Losses and Breakages

If a pupil is deemed to have carelessly or wilfully caused damage to College premises, materials or equipment or by negligence loses any College property, the parents of that pupil may be asked to make a contribution to the cost of repair or replacement. The College also reserves the right to charge full cost of any books which are not returned at the end of a course.

10. Voluntary Contributions

Nothing in the 1996 Education Act or in the above policy statement prevents the Governors, the Principal or the College in general, from seeking voluntary contributions either for the general benefit of the College or in support of any College activity, whether that activity is in or out of College hours, residential or non-residential. Indeed, without voluntary contributions it would not be possible to run the rich varied programme of extra-curriculum trips so valued by parents and pupils. It may be necessary to point out to parents that a proposed activity will not take place if there are insufficient voluntary contributions.

11. Remissions

- 11.1 If the activity concerned is not an optional extra, as explained in paragraph 5 above, parents whose children are in receipt of, or eligible for, free school meals may not be charged for board and lodging. They may, however, be invited to make a voluntary contribution.
- 11.2 Any charge made to parents by the College may be remitted, either wholly or in part, on the grounds that payment by the parents would cause them particular and undue hardship having regard to their financial circumstances and to the educational value to the pupil of the activity concerned. The discretion to grant such assistance will be exercised by the Principal or other senior staff.

Appendix

Benefits which entitle a parent to claim for free school meals;

- Income support
- Employment Support Allowance (Income Related)
- Income based Jobseekers 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 that the family's taxable income does not exceed the current published threshold
- Guarantee Element of State Pension Credit.