

CHARGING AND REMISSIONS POLICY

Policy area: 5 – Communication
Date last revised: February 2016

Date established: February 2016
Date of next revision: February 2018

This policy will be reviewed in full by the Head of College every two years, or more frequently if there are changes in policy. This policy was last reviewed and agreed by the Head of College in February 2016. It is due for review in February 2018.

Signed

David Shandley
Head of College
Date: 22/02/2016

Overview

Policy statement

This policy provides information about any charges, in addition to termly fees and uniform, made by Newland College to students and parents.

Purpose

We aim to have a clear system regarding when and why we charge students or parents for services, trips, equipment etc.

Applicability

This policy applies to all Newland College staff, in particular the Finance Team, parents and students.

Statutory guidance

Charging for school activities (DfE)

<https://www.gov.uk/government/publications/charging-for-school-activities>

Access

This policy is available on the Newland College website and is available on request from the college office. We also inform parents and guardians about this policy when their children join Newland College, through our newsletters and our website.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Code of Professional Conduct.

Charging and remissions policy

1 Admissions

- 1.1 We charge a non-refundable £90 application fee, to accompany a completed application form.
- 1.2 We do not charge for admission tests or taster sessions (half-day or full day).

2 Snacks

- 2.1 Students are welcome to bring healthy snacks from home to eat at first break. If parents would like their children to participate in the 'Fruit Drop' scheme, they are charged £20 per term.
- 2.2 At the end of the college day (15:50) Newland College provides students with fruit, yoghurt, doughnuts/flapjack/cake portions before they do supervised prep, after-college clubs or go home with their parents. These afternoon snacks are provided free of charge.

3 Lunches at college

- 3.1 Students and staff eat together in the dining room at 12 noon. The menu runs on a four-weekly basis. There is always soup and bread, three hot main choices (one of which is vegetarian), vegetables and potatoes, and pasta with tomato sauce. There is also a salad bar. For pudding, students choose from fruit, yoghurt, jelly/mousse or cake/doughnut. Water is provided on each table.
- 3.2 Lunches are provided as part of the Newland College termly fees – there are no additional charges for meals.
- 3.3 If visits connected to the curriculum are organised during the college day and run over lunchtime, the catering staff will provide packed lunches for students free of charge. However, parents are always given the option of providing a packed lunch for their child(ren) for these outings, should they prefer.
- 3.4 Students are invited to have a pizza lunch before departure for half terms at 12 noon. Currently the pizza lunch is funded by Newland College.

4 Public examinations

- 4.1 There is no charge for examinations that are part of the curriculum (e.g. the MYP certificate), where students have been prepared for these examinations by the college.

5 Activities that take place during college hours

- 5.1 There is no charge for activities during college hours, with the exception of lunchtime music lessons given by peripatetic teachers (see section 10).
- 5.2 There is no charge for transport during college hours to college-organised activities (e.g. swimming or climbing lessons as part of PE).
- 5.3 We do not usually charge for books and materials, with the exception of specialised Art equipment/sketch books or unless a parent wishes their child to keep a particular text book (in this case, the cost will be made clear to parents before the charge).
- 5.4 Students are expected to provide their own pens, pencils, eraser, ruler and pencil case.
- 5.5 Students must have their own working scientific calculator for use in class and home. Guidance on the recommended make and model can be obtained from the mathematics teacher.

6 Activities that take place outside college hours (non-residential)

- 6.1 There is no charge for activities that take place outside college hours when they are:
- part of the set curriculum (including sports matches/fixtures against other schools)
 - part of the syllabus for a public examination that the student is being prepared for by the college
 - part of the college's basic curriculum for religious education
 - after-college clubs running from 16:00 – 16:50 taken by members of Newland College staff, for which no specialised tutor or equipment is needed.

7 Optional extras

- 7.1 Newland College may charge for optional extras, and will always inform parents in advance if this is the case. Optional extras mean that students do not have to take part in the activity, and alternatives are provided to parents who do not wish their children to take part.
- 7.2 Optional extras covers education provided outside college time that is **not**:

- part of the National Curriculum or Middle Years/Diploma Programme
 - part of a syllabus for a prescribed public examination that the student is being prepared for at the college (this includes music examinations such as ABRSM Grades or performing arts examinations such as LAMDA)
 - part of religious education
 - Transport, board and lodging for a student on an optional residential visit that is not being funded by the college (parents will be made aware of these trips).
- 7.3 The Head of College decides when it is necessary to charge for optional activities. Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating, and, where necessary, to include the cost of staff required to maintain supervision and safety for the activity, if it is a residential/overseas trip.
- 7.4 When calculating the cost of optional extras, an amount may be included in relation to:
- any materials, books, instruments or equipment provided in connection with the optional extra
 - non-teaching staff
 - teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
 - the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where tuition is an optional extra.
- 7.5 Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The college will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

8 Activities that take place *partly* during college hours either on or off site

- 8.1 Where the majority of a non-residential activity takes place during college hours the charging of the activity will be the same as outlined in section 5.
- 8.2 Travelling time is included in time spent on the activity.
- 8.3 In cases where the majority of a non-residential activity takes place outside college hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a visit.

8.4 In this case the charging will be the same as outlined in section 7 (Optional extras).

9 Residential activities

9.1 Our college will not charge for:

- education provided on any visit that takes place during college hours
- education provided on any visit that takes place outside college hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at college, or part of religious education
- supply teachers to cover for those teachers who are absent from college accompanying students on a residential visit
- travel costs, where the residential activity is classed as being within college hours
- residential activities that take place during college hours.

9.2 Our college will charge for:

- non-compulsory residential trips for travel, board, lodging and specific activities/tours. Parents will be informed of the cost before the visit takes place. Newland College will charge anything up to the full cost of travel, board, lodging and specific activities/tours on residential visits, whether it is classified as taking place during college hours or not.

9.3 Travel charges usually apply for non-compulsory residential activities. The amount charged will be calculated to cover the unit cost per student.

10 Music tuition within college hours

10.1 Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student.

10.2 The college may charge for teaching requested by parents and delivered by specialist (peripatetic) teachers given to either an individual student or a group of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of the lesson will depend on the size and duration of the class as well as the type of instrument.

11 Transport along published routes

- 11.1 Students who make use of the free bus/taxi transport will be dropped off at college at approximately 08:40 and taken home Monday – Thursday at 17:00 and Friday at 16:00, unless agreed otherwise.
- 11.2 Parents are not obliged to make use of the college free transport and are welcome to drop off/pick up their children if preferred.

12 Damage to property and breakages

- 12.1 Where college property has been wilfully damaged by a member of the college or their family, the college may charge those responsible for some or all of the cost of repair or replacement.
- 12.2 Where property belonging to a third party has been damaged by a student, and the college has been charged, the college may charge some or all of the cost to those responsible.
- 12.3 Whether or not these charges will be made will be decided by the Head of College, and will depend on the situation.

13 Voluntary contributions

- 13.1 Newland College may ask for voluntary contributions to the college for general funds and/or to fund activities that will enrich our students' education.
- 13.2 In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the college. If the activity is cancelled all monies paid will be returned to parents.
- 13.3 There is no obligation for a parent or carer to make any contribution and the college will in no way pressure parents to make a contribution.

14 Inability or unwillingness to pay

- 14.1 Newland College is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

14.2 The identity of the student or parents who did not want to make the payment, or who could not make the payment, will not be disclosed under any circumstances.

Appendix 1



DfE consent form for trips and other off-site activities

Please sign and date the form below if you are happy for your child:

- a) to take part in trips and other activities that take place off college premises; and
- b) to be given first aid or urgent medical treatment during any college trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the college day.
- Newland College will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the college that you do not want your child to take part in any particular trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the college – for example, year-group visits to local amenities – as such activities are part of the college’s curriculum and usually take place during the normal college day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Name of student: _____

Date of birth: _____

Emergency contact details 1:

Emergency contact details 2:

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

Signed _____

Name _____

Date _____