

# BOURNE COMMUNITY COLLEGE



*Kindness, Respect, Determination*

## CHARGING AND REMISSIONS POLICY

**September 2024**

Next review July 2025



## **Our Aims of the School:**

- *To inspire and enable all to make a positive contribution to ourselves, our community and the wider society*
- *Pursue excellence in character and in learning*

## **Our Vision:**

*To be the best versions of ourselves*

## **Our Values:**

*All we do as a community is rooted in our three values*

*Kindness – a strength of the heart*

*Respect – a strength of the mind*

*Determination – a strength of the will*

Wherever charges are to be made, as shown below, it is the Governors' policy that financial help should be given through the College to assist parents unable to pay. No child will be excluded from an optional educational activity because of the inability of parents to pay.

## **INSTRUMENTAL TUITION**

Instrumental and vocal tuition is arranged with the schools music teacher, and lessons are provided by quality third party tutors. The schools music teacher will indicate clearly the cost of the tuition which will be paid directly to the school. The Head teacher has the discretion to subsidise the cost of the student's tuition where appropriate. Students in receipt of pupil premium funds can apply for music tuition funding, and will be assessed on individual basis.

## **DESIGN AND TECHNOLOGY**

Curriculum area capitation monies are used to supply the materials used by students. Students wanting to own their work will be asked for a small financial contribution.

## **ACTIVITIES DURING SCHOOL HOURS**

### **(a) Activities organised by Bourne Community College**

It is the Governors' policy that voluntary contributions may be invited from parents towards the cost of activities taking place wholly or mainly during the College day, but that the opportunity to participate will be given to students without reference to parents' willingness or ability to make a voluntary contribution.

### **(b) Activities organised by a Third Party**

The Governors accept the principle that some activities may be arranged through a third party, in which case charges will be levied directly on parents by the third party. It is their policy to delegate to the Headteacher the responsibility for making the decision about such arrangements, and in each individual case, as to whether students and staff may be released. The Headteacher has the discretion to subsidise the cost of a student's participation in an activity.

## **ACTIVITIES OUTSIDE SCHOOL HOURS**

### **(a) Obligatory Educational Activities**

Obligatory educational activities taking place wholly or mainly outside College hours must be free if they fulfil syllabus, examination or National Curriculum statutory requirements

## (b) Optional Activities Outside College Hours

Participation is voluntary and agreement of parents will be gained in advance. It is the Governors' policy that voluntary contributions from parents able to pay shall be invited, with the proviso that if parents do not respond the activity may be cancelled. The decision with regard to cancellation is delegated to the Head teacher.

## **ACTIVITIES PARTLY DURING SCHOOL HOURS**

Where an activity takes place partly during the and partly outside school hours, there is basis for determining whether it is deemed to take place inside or outside school hours. A charge will only be made for the activity outside school ours if it is not part of the national curriculum, not part of the syllabus for prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place within school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include break or lunch times.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside of school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Further information on what counts as during school hours can be found in section 452 of the Education Act 1996.

## **VOLUNTARY CONTRIBUTIONS**

Any communications with parents requesting a financial contribution will set out clearly whether charges are to be made or whether any contributions are voluntary.

Any request for voluntary contributions will make it plain that there is no obligation to contribute, and that no students will be treated differently if a parent has not contributed. While it will be made clear that the contribution is voluntary. Parents will be informed that an activity may not run if insufficient voluntary contributions are received.

Any request for financial help made to the College by a parent unable to bear the costs of any activity will be considered sympathetically and where possible help will be given.

## **RESIDENTIAL VISITS**

The school will not charge for:

- Education provided on any visit that takes place during school hours,
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.;

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The School can charge for:

- Board and lodging. The schools charges will not exceed the actual cost.

Parents who can prove they are in receipt of certain benefits will be able to request a reduction of £100.00 on the board and lodging. The list of benefits to which this applies can be found at <https://www.gov.uk/apply-free-school-meals>

## **PUBLIC EXAMINATIONS**

### **(a) Charges**

No charges may be made to parents in respect of entry to examinations for which a student has been prepared by the College. If a parent requires an additional entry, where an alternative entry is possible, that second entry may be charged to the parent, and it is the Governors' policy that it should be so charged.

If a re-mark is required by a parent following the results of an examination, the costs of the re-mark may be passed on to the parent, and it is the Governors' policy that this should be done.

Costs of re-sit examinations, when the College has given no additional preparation or tuition since the occasion of the first examination, may be passed on to the parent, and it is the Governors' policy that this should be done. In the case of parents unable to pay, application should be made to the College. The Governors have delegated to the Headteacher the power to make a contribution towards the cost if it is felt to be appropriate.

### **(b) Optional Public Examinations**

Public examinations other than those prescribed as part of the College's official curriculum will be considered as optional extras, and it is the policy of the Governors that a charge shall be made to cover the entry fee.

### **(c) Recovery of Public Examination Fees**

If a student fails without good reason to complete the examination requirements for coursework or to sit the examination, whether or not the examination is prescribed, the entry fee can be recovered from the parents.

The Governors delegate to the Headteacher in the first instance the responsibility for deciding what constitutes a good reason, with the possibility of a direct appeal to the Chair of Governors in cases where a parent does not agree with the Headteacher's decision.

