



Charging and Remissions Policy

Date created: December 2012	Reviewed by: Chief Financial Officer/Finance Governors
Reviewed: September 2018	Next Review Due: September 2019

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1. Introduction

1.1 Plymouth School of Creative Arts (PSCA) recognises the valuable contribution that the wide range of additional activities including clubs, out of school trips and residential experience of other environments, can make towards students' all round educational experience and their personal and social development.

1.2 No charge will be made for activities during school hours that are part of the curriculum or religious education or that form an essential part of the syllabus for an approved examination.

2. Charging

2.1 PSCA wants to see the curriculum enriched as far as possible for the benefit of all students. It recognises that public funds and endowments made available are not sufficient to fund all desirable activities at the required level.

2.2 The Governing Body therefore reserves the right to make a charge in the following circumstances for activities organised by the school:

- School trips and residential experiences in school time - The board and lodging element of the residential experience and outdoor pursuit courses.
- Activities outside school hours - The full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras.
- Materials - The cost of materials for products or ingredients in food products if parents/carers have indicated in advance that they wish to own the final product.
- Acts of vandalism and negligence –The Governing Body reserve the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student.

Examination fees

2.3 If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested.

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2.4 If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the Governing Body will seek to recover the fee from the parent.

2.5 There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the school.

Music tuition

2.6 In respect of individual music tuition and group music tuition up to and including persons if the teaching is not an essential of either the National Curriculum or a public examination syllabus. The cost of peripatetic instrumental instruction is subsidised by the school.

3. Remissions

3.1 Where the parent/carer of a student is in receipt of qualifying state benefit(s), the Governing Body will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

3.2 Where the student is in receipt of free school meals the Governing Body will also remit in full the cost of board and lodging for any residential activity as above.

3.3 The Governing Body may remit other charges in full or in part to other parents/carers after considering other specific hardship cases. The Governing Body invites parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of the Governing Body.

4. Insurance

4.1 Any insurance costs will be included in charges made for trips or activities.

5. Voluntary Contributions

5.1 Nothing in this policy statement precludes the Governing Body from inviting parents/carers to make voluntary contributions.

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5.2 The Governing Body, however, is very clear that any contributions are voluntary; that children of parents/carers who do not contribute will not be discriminated against.

5.3 If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

6. Freedom of Information Act

6.1 Single copies of the information covered by PSCA publication scheme are provided free. However, the Governing Body reserves the right to make a charge:

- For multiple copies of information covered in the Freedom of Information Act 2000;
- If a request involves a lot of photocopying or printing;
- Where cost of postage is high.

In these cases the individual will be informed of the likely cost before their request is complied with.

7. Charges for Lettings

PSCA uses BookingsPlus to administer the collection of the income for use of the school facilities (Lettings). The Facilities Manager is responsible for Bookings Plus and the Lettings income.

A charge will be made for all external consultancy, copy-printing, design work, etc. Details are available from the Finance Team.

8. Other Charges

8.1 PSCA may levy charges for miscellaneous services up to the cost of providing such services, e.g. providing a copy of the Ofsted report.

9. Monitoring, Evaluation and Review

9.1 The Governing Body will regularly review this policy and assess its implementation and effectiveness.

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9.2 The policy will be promoted and implemented throughout the school.

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Date	Changes made	By
12/9/18	General yearly review Minor changes to reflect current practice Approved by Governing Body on 19 September 2018	Kundai Mupunga / Susanne Hose

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