



# CALLINGTON COMMUNITY COLLEGE (ACADEMY TRUST)

## CHARGING AND REMISSIONS POLICY

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, out of College trips, residential visits and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

The Governing Body also recognises that there may be occasions when a parent or carer may find it particularly difficult to make a payment by a proposed deadline or may be able to make a contribution but not for the full sum requested. In these circumstances the College is prepared to consider timely requests for a payment plan or for a reduction in the charge at the discretion of the Principal.

### Charging Policy

Charging will be permitted for the following activities:

- The full cost of board and lodging on residential visits
- The full cost associated with individual or small group tuition in the playing of a musical instrument, whether in or out of College time
- The full cost of activities which take place wholly or mainly outside College hours, but which are not provided as part of the specification for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to Religious Education
- The full cost of entering a student for a public examination not in the College's curriculum and for preparing the student for such an examination outside College hours
- The full costs of re-sits of prescribed public examinations where no further preparation has been provided by the College
- The full cost of entering a student for a prescribed public examination where the Governing Body has decided there are agreed educational reasons for not entering the student
- The cost of essential ingredients or materials for practical subjects where the student is able to take the product home

- The costs (full or partial at the College's discretion) of loss, damage, breakages or excessive printing caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the College
- Certification of passports, driving licences, confirmation of examination results, photocopying etc
- The cost in terms of time, equipment and materials for the copy of a student file or related items
- The use of Community facilities outside of College hours

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

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

### **Remissions**

Where the parent or carer of a student is in receipt of qualifying state benefit(s), the Governing Body may consider remission of some or all of the cost of;

- 1 board and lodging for any residential activity where the residential activity forms part of the curriculum or tutor programme. Note – this does not include Challenge week
2. board and lodging for any residential visits outside College time where the education is provided to fulfil any requirements of the specification for a prescribed public examination
- 3 Other activities specifically to fulfil statutory duties relating to Religious Education

The costs of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum unless the tuition is provided at the request of the pupil's parent or carer

Parents or carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging described under Remissions 1 and 2 above:

- Universal Credit in prescribed circumstances

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14)
- the guarantee element of State Pension Credit
- an income related employment and support allowance that was introduced on 27 October 2008

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

### **Insurance**

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

### **Voluntary contributions**

Nothing in this policy statement precludes the Governing Body from inviting parents or carers to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary, that children of parents or carers who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

### **Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the College.

As a Rights Respecting College this policy has been written taking account of the values and principles of the United Nations' Convention on the Rights of the Child (UNCRC) and our Rights Respecting ethos.

It is the intention of Callington Community College that our policies are inclusive to all groups of people in accordance with the Equality Act 2010.

Under the Equality Act 2010 no person may receive less favourable treatment or consideration on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. These categories are known in the act as 'protected characteristics', or protected groups.

This applies to policies which concern both students and staff. We will make whatever reasonable adjustments are necessary to ensure that our policies are accessible to all protected groups when requested to do so. This includes, but is not limited to:

- Physical adjustments for disabled people
- Translation of documents for people whose first language is not English
- Providing appropriate facilities for people to observe their different religions
- Providing relevant and appropriate support for any staff member or student who identify as transgender, in implementing this policy.

MJ and DMK / November 2015

This policy was adopted by the Governing Body on

This policy will be reviewed by November 2018