



Becton School
Together We Can

Becton School

Charging and Remissions Policy

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Purpose

Under the terms of the Education Act 1996, the Governing Body of Becton School Trust must have a policy on charging students to participate in school activities. By law, students may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead. In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make any contribution and
- That pupils will not be treated differently according to whether or not their parents have contributed towards the planned activity

Procedure

1. Admissions – no charge shall be made in respect of admission unless it is for the purpose of:

- part-time education for persons over compulsory school age
- full-time education for persons over compulsory school age
- teacher training

2. Provision of education – no charge shall be made in relation to the education of registered pupils where education is provided during school hours. Where education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the syllabus/curriculum.

3. Visits during the school day – A voluntary charge will be made to cover the cost of educational visits and other activities. However, as detailed at the outset, charges cannot be enforced where this forms part of the curriculum. Where the level of non payment renders a trip financially unviable consideration will be given to cancellation.

4. Residential visits – Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. If the visit is deemed to have taken place during the school day, or is part of the national curriculum or is preparation for a public examination then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.

Public examinations – No charge shall be made in respect of the entry of a registered pupil at Becton.

Optional extra visits – Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.

Breakages – The financial cost relating to breakages/damage/fines are recoverable from parents and can be pursued as a civil debt. A charge will also apply for loss or damage to Becton property which is placed under the responsibility of the student and may be taken off the premises

Remission of Parent/Student charges

Parents who find themselves in financial difficulties and who are in receipt of income support, income based job seekers allowance, receive support under part VI of the Immigration and Asylum Act 1999, or are in receipt of child tax credit provided that working tax credit is not also received and that the family's income does not exceed £15,860 (financial year 2011/12) may apply to Becton for financial support. Reference to the free school meals list is made and proof (e.g. DSS letter) is required to validate claims.

All charges for income of any nature must be made through the Finance Office. Likewise, all monies received for such income must be paid to the Finance Office.