

CHARGING AND REMISSIONS POLICY

This Policy has been drawn up to comply with the requirements of the Education Reform Act of 1988. The basic principle underlying the charging policy of Haven High Technology College is that for all students properly on roll at the college, activities should be free of charge if:

- the activities take place in college hours (ie the hours when the college is in session, not counting the midday break)
- the activities are outside the college hours but part of a syllabus for a prescribed public examination *or* part of the National Curriculum *or* part of the statutory religious education

A charge can be made for tuition provided individually or to a group of no more than four students in a musical instrument even if held within college hours, unless it is part of a prescribed public examination or part of the National Curriculum, when it must be provided free. Parents will be aware when an activity is in or outside college hours by reference to the timing of the college sessions as detailed in the college prospectus.

Definition of Charges

Charges are those which are payable under s118 of the Act and are levied by the LA or the Governing Body for such activities as college book clubs or youth organisations which might be given access to the students via the college. If an organisation other than the LA or the Governing Body arrange an activity to take place during college hours and for which the college has granted Leave of absence for its students, charges could be paid by parents direct to that organisation. The LA or the Governing Body would not be involved in any such transaction.

No Charge

In line with the Education Act, no charges will be made to any student on roll at the college for the cost of materials, books, instruments or other equipment. Equipment does not include college uniform/PE kit. The college will not charge for materials and ingredients needed for practical subjects such as Technology. However, parents may be asked to contribute on a voluntary basis towards the costs of such activities. The college may also charge for such materials or ingredients, or require the supply of these, if parents indicate in advance that they wish to keep the finished product.

Parents will not be required to purchase or pay the hire or insurance costs of musical instruments and music where the law, and therefore this Policy, requires the provision of music tuition to be free.

Transport for students to and from any other place where the college has arranged for education to be provided (eg the swimming pool) will be free. This covers transport to theatres, museums, field centres etc. The cost of entrance to these or for any equipment required must also be free. Transport provided for any student to take a prescribed examination or to take part in Work Experience must also be free.

Voluntary Contributions

Voluntary contributions can be requested for any of the college's activities. There is no obligation to make a contribution and no student whose parents do not make a contribution will be treated differently on these grounds.

Optional Activities

Education provided outside college hours which does not fall into any of the "no charge" categories may be charged for. Parents will be asked to agree to their child participating and to meeting any charge.

The charges made for such activities must not exceed the cost of provision for each student. The charge can include a proportion of the transport cost, board and lodgings, materials and equipment, non teaching staff costs and the appropriate proportion of teaching staff costs where a teacher or instructor has been engaged specifically for the purpose of providing the activity.

The Governing Body will decide whether any charge should be made for such optional extras. If the Governing Body funds an activity from its delegated budget share, or from private funds, they must decide whether or not to pass on the whole or part of this cost to the parents. If the LA funds the activity and decides to pass on the whole or part of the charge, the Governors can use the funds from their budget or from private funds to subsidise the activity.

Remission of Charges

Board and lodgings charges for students who receive Income Support or Working Families Tax Credit will be refunded if they take part in a residential visit in college hours or are required to take part in a prescribed examination or for National Curriculum purposes. Where visits take place partly in and partly out of college hours, the decision on charging will depend on the period within which the majority of time falls.

Public Examinations

No charge will be made for students to be entered for public examinations which are prescribed by the Secretary of State for Education and Skills (in Education Regulations 1989) and for which the student has been prepared by the college, except where the Governing Body consider there are educational reasons for not doing so or where parents request in writing that the students should not be entered. Parents will be informed as soon as possible about examinations for which their child is to be entered so that parents may make representations if necessary. The Governing Body has delegated to the Executive Headteacher the responsibility for deciding on educational reasons for not entering students and informing parents.

Where college preparation for a student could lead towards entry for more than one exam, the college is only required to pay for entry for one. Parents may choose to pay for further entries.

Where the college agrees to enter a student for an examination for which he or she has not been prepared by the college, eg through private tuition, or where a student resits an examination for which no additional preparation has been given by the college, the entry fee can be passed on to parents.

Students entered with parental agreement for an examination not on the prescribed list can be charged an entry fee. A charge can also be made for any tuition for this examination outside college hours.

If a student fails to fulfil the requirements of a public examination (prescribed or otherwise) without good reason, the Governing Body may seek to recover the fees from the parents.

Any sums payable by parents for wasted examination fees, or charges for optional extras for which they had agreed are recoverable as a civil debt.

Breakages and Fines

Charges will be made for broken windows, lost or damaged books and equipment but parents will be asked to pay for replacement, loss or damage. Where parents are unable to pay for the damage, students will be offered the opportunity to help the college on a voluntary basis. This will equate to a payment equating to the minimum wage for each hour of voluntary work.

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