



# Charging and Remissions Policy

| <b>Staff reviewer:</b> | <b>Scrutinised by link Governor:</b> | <b>Date signed off at Committee:</b> | <b>Date approved at Board:</b> | <b>Next review date:</b> |
|------------------------|--------------------------------------|--------------------------------------|--------------------------------|--------------------------|
| <i>Nicola Mitchell</i> | <i>Dave Tarbet</i>                   | <i>18.06.19</i>                      | <i>02.07.19</i>                | <i>June 2020</i>         |

## 1 Purpose

The purpose of this policy is to ensure that there is clarity over those items which Exeter Mathematics School will provide free of charge and for those items where there may be a charge.

## 2 Definitions

School day - defined as 9:00 am to 4:30 pm

Core school curriculum – defined as educational activities which include A-level, Inspire, EMC and weekly tutorials. The core school curriculum does not include induction weeks, transition weeks, or trips & residential.

## 3 Policy

### 3.1 Core curriculum activities

During the school day all the activities that are necessary as part of the core school curriculum will be provided free of charge. There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless a student fails - without good reason. Examples of special considerations are issued by the Joint Council for Qualifications - to complete the requirements of any public examination where the school originally agreed to pay the entrance fee.

### 3.2 Enrichment activities

Voluntary contributions may be sought for enrichment activities that take place during the school day. In all these circumstances, students will not be prevented from participating because their parents cannot or will not contribute. If insufficient funds are available to support students, it may be necessary to curtail or cancel activities.

### 3.3 Extra activities

We may charge for optional, extra activities provided outside of the school day or partly within the school day, for example a residential visit. Such activities are not part of the core curriculum. Where we wish to charge we will tell parents in advance. The school recognises that residential visits are an invaluable experience for all students and in order to make such trips available, the cost of these optional visits must be paid for by parents/carers.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. If such organisations charge parents for this activity, the parents may, if they wish, ask the Headteacher to agree to their child being absent for that period.

### 3.4 Subsidies and Bursaries

When charges are made for any activity, whether during or outside the school day, they will be based upon the actual costs incurred, considering any subsidies, divided by the total number of pupils participating. The principles of best value will be applied when planning activities that incur costs to the school and charges to parents.

Where specific funding has been received to support specific activities, we will subsidise the charge to the extent permitted by the funding.

Parents will be expected to pay for the accommodation provided by the school for students in residence from Monday to Thursday. Where funding is available, bursaries will be provided to reduce these costs on a means-tested basis.

Where students choose to apply for a travel pass, parents are expected to pay a maximum of £660 (academic year 2019/20) for the student's transportation pass. For students who commute to school daily, this is a 5-day week pass and for students in Monday to Thursday accommodation it is for travel to and from home on Monday and Friday only. Where funding is available, bursaries will be provided to reduce these costs on a means-tested basis.

Any excess cost of the transportation pass above the £660 plus any bursary will be subsidised by the school.

#### **4 Implementation**

It is the School Business Manager's responsibility to ensure that staff are familiar with and adhere to this policy.

#### **5 Associated Documentation**

Means Tested Bursary for Boarding Policy

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

The policy will be reviewed annually by the School Business Manager and Governing body.

## 7. Equality Analysis

Please use the 'equality analysis procedure' to guide you to complete the text boxes below, expanding them as you wish. If this is a review - please add date and make any amendments if required.

June 2018

**7.1. Is your policy equality- relevant? If yes, please list which groups of people will be affected by this policy.**

*YES – this policy ensures fair and equitable arrangements for all students regardless of background or status.*

**7.2. How have you involved people from minority groups who may be affected by this policy?**

*Describe any activities such as conversations, interviews, feedback or plans to do this in the future. This policy, through being transparent, fair and equal to all, has no impact on minority groups.*

**7.3. What evidence have you considered?** List any sources of data and research you have used. This can include college or national monitoring data, surveys, reports, consultations, focus groups, pilots, evaluations. Describe any ongoing data collection or plans for future research. *None required*

**7.4. How will your policy fulfil the public sector duty by helping fight discrimination, advance equality of opportunity and foster good relations?**

| Characteristic        | How does your policy help fulfil the public sector duty? What Equality issues have you addressed?                     |
|-----------------------|---|
| Age                   | <i>This policy ensures fair and equal treatment for all students, including those with protected characteristics.</i> |
| Disability            |   |
| Gender                |   |
| Pregnancy & maternity |   |
| Race                  |   |
| Religion and belief   |   |
| Sexual orientation    |   |
| Transgender           |   |

**7. 5. Describe any potential adverse impacts that may arise as a result of the policy.** If any are identified, you should also state what actions will be taken to mitigate that negative impact. If yes, say if you have an action plan to carry this out? *None identified*