



The Castle Partnership Trust
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Charging & Remissions Policy

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Executive Headteacher:

Sarah Watson

In accordance with the requirement of the 1996 Education Act and The Education Regulations 1999, Governors are required to state their Policy with regard to charges and possible remission that apply within the Trust.

By law, children may not be charged for activities that take place during the school day. Parents may be asked for voluntary contributions, but if they do not pay their child cannot 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
- Pupils will not be treated differently according to whether or not their parents have made a contribution.

The Trust has special arrangements for those students eligible for free school meals. The areas below that specifically differ in respect of these students have been indicated with an asterisk (*). The Trust's policies on the Pupil Premium should be read in conjunction with these and are attached (Appendix A). The highlighted areas are particularly relevant to this policy.

2. **AIMS**

The aims of the Charging Policy are to:-

- (i) Maintain the right to free school education.
- (ii) Enable all students to take full advantage of the activities provided by the Trust.

3. **OBJECTIVES**

The objectives of the Charging Policy are:-

- (i) To ensure that activities offered in school time should be available to all students regardless of their parents'/carers' ability to help meet the cost.
- (ii) To identify those activities for which charges may be levied.
- (iii) To determine which charges will be remitted for parents experiencing hardship.
- (iv) To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours.
- (v) To ensure that the operation of the Policy is systematically reviewed and the findings acted upon.

4. **CHARGING**

It is the Policy of the Governing Body:-

4.1 For Activities during School Hours

- (i) To levy a charge for ingredients or materials in practical subjects if they indicate at the beginning of each school year that they wish to keep the finished product. *

- (ii) To levy a charge for the provision of music instrument tuition to students, either individually or in small groups, outside of statutory music curriculum time. *
- (iii) To levy a charge for residential activities. Governors will remit such charges to parents/carers in receipt of appropriate benefits and support other parents in financial need. *
- (iv) To levy no charge for examination entries, except where:-
 - (a) the Trust has not prepared students for the examination in the year for which the entry is made; or
 - (b) a student has failed, for no good reason, to complete the requirements of the examination (eg fails to submit coursework); or
 - (c) the school does not support the need for an exam to be retaken or remarked.
- (v) The Governors reserve the right to seek reparation from parents/carers where their children cause breakages or damage to school property or lose school equipment.

4.2 (i) **For Activities outside School Hours and in Term Time**

To levy a charge for activities provided outside school with the following exceptions:-

- (a) Voluntary contributions will be invited if the activity is an essential part of the basic curriculum or a requirement of an examination syllabus. *
- (b) Governors will remit such charges to parents/carers in receipt of appropriate benefits and support other parents/carers in financial need.
- (c) A number of specific after school activities are arranged and funded by the school to encourage participation, as part of the school's extensive enrichment programme.
- (d) The school plans for all its activity budgets to break-even but inevitably sometimes surpluses are made. The school policy is that, for economic reasons, excess payment refunds of less than £10 per student are not made; any surplus amount over that figure being refunded after the activity has been completed.

(ii) **For Activities outside School Hours or in the School Holidays**

Participation will be on the basis of parental choice and a willingness to meet appropriate costs. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

4.3 **For All Activities**

- (i) Voluntary contributions are requested from parents/carers for school activities in or out of school time but activities may not go ahead if there is insufficient voluntary funding.
- (ii) Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
- (iii) The school may seek voluntary contributions from parents/carers (including the cost of travel for accompanying teachers) for any school activity but:-
 - (a) such contributions are genuinely voluntary;
 - (b) students will not be treated differently according to whether parents/carers have made a contribution.

5. **REMISSION**

It is the Policy of the Governing Body:-

- (i) To remit charges for board and lodging to parents in receipt of appropriate benefits.
- (ii) To delegate to the Headteacher the determination of any individual case arising from the implementation of the Policy.

6. **RESOURCES**

The Governing Body will agree a fund within the budget to support this Policy. "Unofficial" funds may be utilised to support school activities.

7. **RESPONSIBILITIES**

- (i) Authority for day-to-day management of the fund will be delegated to the respective Headteacher.
- (ii) Staff organising activities must do so within the provisions of this Policy. Plans, at the draft stage, should be submitted to the Senior Leadership Team for consideration and approval and costings should be checked with the Finance Team.
- (iii) The respective Headteacher has responsibility for monitoring and evaluating the implementation of the Policy.

8. **MONITORING AND EVALUATION**

The Headteacher will monitor the implementation of the Policy and provide the Governing Body with financial data as part of the normal reporting of the school budget.

Policy for Use of the Pupil Premium

The Government introduced the Pupil Premium Grant in 2011/12. The aim of the grant is to raise attainment among disadvantaged children. It provides additional funding to ensure they benefit from the same educational opportunities as pupils from wealthier families.

The Pupil Premium has a number of wider aims:

- to increase social mobility;
- to enable more pupils from disadvantaged backgrounds to get to the top universities;
- to reduce the attainment gap between the highest and lowest achieving pupils nationally.

The Government believes that the Pupil Premium, which is additional to main school funding, is the best way to address the current underlying inequalities between children eligible for free school meals (FSM) and their wealthier peers by ensuring that funding reaches the pupils who need it most.

At **The Castle School** the grant is used to provide support in areas such as:

Curriculum enrichment and increased participation

For students eligible for free school meals, the grant is used to fund, for example:

- Curriculum day trips and visits;
- Loan of laptops for use at home;
- Musical instrument tuition;
- One residential trip at some point during each student's secondary school life;
- In year 11 – a yearbook and contribution towards their prom ticket.
- Swimming lessons for nurture group.

Emotional support

To make good progress, children have to be emotionally ready to learn and to achieve a good level of school attendance. Much of the Pupil Premium grant at The Castle School is used to support vulnerable children in this way. For example:

- Return to Learn Centre – our support base for vulnerable students providing a safe haven to learn. Provision of breakfast, clean uniform etc where needed.
- The school's full-time welfare officer.
- School counsellors visit the school to work with individual students.
- "Chinwag" is a counselling service
- Mentors work with students to motivate, inspire and support them.
- The school runs a nurture group which helps develop life and social skills

Targeted support with studies

Progress of all students is monitored continually and any students that are underachieving are targeted for additional support to help them maximise their potential. This includes the following:

- Individualised and adapted timetables (eg hair academy, college/employment placements and provision of associated specialist clothing)
- Extra tuition, early morning intervention and booster groups
- Forest School, Alternative Education Company and Deane Discovery Centre placements
- Revision books and text books;
- Curriculum materials (eg art folders and materials, ingredients and equipment for food technology, resources for photography, textiles, design technology courses).

At **Court Fields School** the grant is used to provide support in areas such as:

Curriculum enrichment and increased participation

For students eligible for free school meals, the grant is used to fund, for example:

- Curriculum day trips and visits;
- One to one intervention/small group intervention in English and maths;
- Musical instrument tuition;
- Support for residential trips;
- Alternative provision/courses including Forest School, Kip McGrath study support;
- Revision aids and text books;
- Curriculum materials if specific to course, particularly at KS4.

Emotional support

To make good progress, children have to be emotionally ready to learn and to achieve a good level of school attendance. Much of the Pupil Premium grant at Court Fields School is used to support vulnerable children in this way. For example:

- Study Support Centre, which helps to nurture students and develop life and social skills.
- School counsellor provision. The counsellor is employed for 4 days per week and priority is given to students from vulnerable backgrounds/Free School Meals;
- As part of study support provision students may have access to Breakfast Club, Playing for Success or outdoor learning which aims to build their social and emotional skills. This includes access to Prince's Trust materials.