

CHARGING AND REMISSIONS POLICY

Charging and Remissions Policy

This is the Charging and Remissions Policy for Sutton Grammar School Trust required by the Funding Agreement with the Secretary of State.

Remission Policy

Pupils whose parents can prove they are in receipt of: Universal Credit in prescribed circumstances; Income Support; Income Based Jobseekers Allowance; 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 or any statutory replacements will normally be entitled to a remission of any charges.

Charging for school activities

The Trust endorses the principle that education it provides should be free and that no pupil's education should be affected by his parent's unwillingness or inability to pay or to contribute towards the cost of the pupil's education.

Pupils are not required to pay for any materials, books, instruments or other equipment for use in connection with education provided during school hours. The School may charge for, or require the supply of, materials for practical subjects where parents or the pupil have indicated in advance a wish to own the finished product.

Public Examinations

No charge will be made for entry fees for prescribed public examinations for which registered pupils have been prepared at the School.

However, charges will be made in the following circumstances:

- for examinations for which the pupil has not been prepared at School;
- for an examination which is not prescribed, but the School arranges for the pupil to take it;
- where the preparation provided by the School enables a pupil to enter for two or more examinations in the same subject, the parents shall be charged for the cost of sitting the second and subsequent examinations; where fees vary, the parents shall be charged for the higher fees;
- if a pupil fails without good reason to complete all the examination requirements, including the submission of coursework, and the School has already paid the entry fee.
- the School will pay the entry fee for each examination module when it is sat for the first time. If a student subsequently resits a module for the purpose of gaining a higher mark, the student will be expected to pay for the module at the time of the submission of the entry.
- when parents or a student ask for a remarking of an examination paper and that request is not supported by the School.

Text books

Text books will be provided for lessons but if students wish to own a personal copy to facilitate annotation then they can be purchased. Staff can sometimes make book orders or revision guides available to the students at a discount through bulk ordering especially at GCSE and A level.

Work Experience

The School will meet travelling costs arising out of work experience placements. Students will be expected to claim their expenses using the Trust's financial procedures for claiming expenses.

Musical Instrument Tuition

A reasonable charge will be levied for individual instrumental music tuition, or tuition for a group of up to four pupils, to play a musical instrument if the teaching is not an essential part of either the national curriculum or a public examination syllabus being followed by the pupil(s). The fee will be paid to the tutor.

Visits

The Trust's policy is that all pupils should be able to benefit from the educational enrichment and sporting opportunities offered by the School.

Visits in School time

No charge will be made by the Trust for any activity that takes place in school time.

Residential Trips - Charges may be made to cover the costs of board and lodging. No charge will be made for board and lodging if the boy's parents are entitled to remission of charges for any part of the period when the activity takes place, in what is deemed to be school hours, or is a requirement of an examination syllabus or the National Curriculum.

In some cases voluntary contributions may be sought to enable visits to be made but such contributions will be entirely voluntary and not paying such a contribution will not be a bar to the pupil participating in the trip. However if the overall cost, after taking into account voluntary contributions, would be too great for the School budget taking the benefits to be obtained from the visit into account, the trip will not take place.

Visits outside School time

Where a visit takes place outside school time, or substantially outside school time, the Trust will expect to recover the full cost of the trip.

The Trust may remit charges in accordance with its Remissions Policy. Where charges, for example, for board and lodging, are to be remitted, the costs will be borne out of the Fund Account in such way as the Headmaster may determine.

Damage to School Property

Where accidental damage is caused to the buildings or equipment, a nominal charge may be made.

Parents of pupils proved to have wilfully damaged or defaced buildings or property, misused or lost any equipment including, but not limited to windows, fixtures and fittings, school vehicles, sports equipment, computers, computer peripherals, and computer software, will be charged the full cost of repair or replacement irrespective of whether or not the loss may be covered in whole, or in part, by the Trust's insurance. **The Remission Policy will not apply in these circumstances.**