

TITUS SALT SCHOOL



Policy 05-002

Charges and Remission



1.0 Charging Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experience can make towards students' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

In conformity with the Education Reform Act 1996, the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

1. Except where students are entitled to statutory remission, to charge for all board and lodging costs on residential activities for nights away from home.
2. To charge the full cost for activities wholly or mainly outside of school hours which are not part of a prescribed public examination, required to fulfil the National Curriculum or religious education. The midday break does not fall within school hours. When more than 50% of the activity takes place in school time (e.g. a school journey taking place all day Friday and Saturday morning) it is deemed to take place within school hours.
3. To charge for the cost of materials, ingredients or equipment (or the provision of them by parents/carers) for practical subjects. Provision of these, or a charge, may be necessary if the parents/carers have indicated in advance that they wish to own the finished product.
4. To charge for peripatetic music tuition.
5. Examination entries where:
 - The school has not prepared students for the examination in the year for which the entry is made; or
 - The student has failed, for no good reason, to complete the requirements of the examination or to attend.
 - The student is re-sitting the examination to improve their grade for the second time. The first re-sit is paid for by the school.
6. To charge for re-check of examination results where this has been requested by parents and is not supported by the school.
7. To request payment from parents/carers for damage, graffiti, or loss of school property caused wilfully or neglectfully by their children (Appendix 4). This would include property of any student or adult working in or visiting the school.



The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for students. However, this is only when such activities can be provided if there is enough voluntary funding to ensure that no student is excluded from such activity by reason of unwillingness or inability to pay the voluntary contribution.

All charges to families should not include subsidies for other students or accompanying staff.

Specific mention is made here referencing points 1. and 2. with respect to refunds. Refunds for trips and visits will automatically be made should a trip be cancelled by the school. If a parent/carer chooses to withdraw a student from a trip or visit then any refund is awarded on a discretionary basis and parents/carers will need to write directly to the Headteacher to request the refund. Refunds cannot be dealt with by other members of school staff without first having received the written request. There may be some instances where deposits are non-refundable and an administration fee for cancellation may apply. The school may have incurred direct costs which are non-recoverable as a consequence of including the child on the trip (for example, purchase of a ticket which cannot be returned). In this type of event any refund will be discretionary.

The Governing Body delegate to the Headteacher the determination of any individual case arising from the implementation of this policy.

2.0 Remission Policy

Where the parents/carers of a student are in receipt of Income Support or Tax Credits, the Governing Body will remit in full the cost of board and lodging for any residential activity that it organises for the student if the activity is deemed to take place within the school hours, or where it forms part of the syllabus for a prescribed examination or National Curriculum.

3.0 Hardship Fund/Bursaries

The Hardship Fund is used to supplement fees/charges to students who fulfil the criteria for an allocation from the fund. The Deputy Headteacher with responsibility for Pastoral issues, or the Headteacher must authorise (Appendix 1) the proposal prior to any payment/transfer of funds to the parent/carer. Various criteria are used to assess the level of hardship:

- Income level - referenced against FSM eligibility
- Evidence of neglect – physical/emotional
- Support attendance – referenced against attendance statistics
- Child Protection issues



- Support progress/attainment.

Post-16 bursaries are managed by the Leader of KS5, in line with Bursary Funding received from the Local Authority or granted through the Education Funding Agency or its nominated agent. The applications process is evidenced in Appendix 2, payments being made to students via the BACS system.



List of Appendices contained in Policy 05-002

Appendix 1 TSS Hardship Fund – Access to Fund to Support Students in Need

Appendix 2 Post-16 Bursary

Appendix 3 Determination of Charging Policy

Appendix 4 Letter to parents/carers – contribution towards damage cost



Appendix 1: TSS Hardship Fund – Access to Fund to Support Students in Need

Hardship fund claim
Date
Staff code
Payee
Student/Year Group



Amount £	Receipts attached	Yes/No
Cheque Number		

Category of claim
Please tick

- Income level - referenced against FSM eligibility
- Evidence of neglect – physical/emotional
- Support attendance – referenced against attendance statistics
- Child Protection issues
- Support progress/attainment

Further detail

Authorised Signature
MOR/FST



Appendix 2: Post-16 Bursaries

DD MM YYYY

Dear

Thank you for applying to the Post-16 Bursary Fund and for making time to discuss your application with me. From the information you provided I can confirm your Post-16 Bursary will be:

Your total award for the year:	£
This is intended to cover:	
This will be paid as:	

Please contact me if you would like to discuss any aspect of your Post-16 Bursary.

Please note that the monthly payment of this bursary is dependent on your attendance, punctuality and completion of work.

Yours sincerely

Miss F Lockerbie
Leader of KS5



Group 1 application Money is applied for from the Education Funding Agency or its nominated agent.

Application Ref:

Personal Details	
Name	<input type="text"/>
Date of Birth	<input type="text"/>
Your age	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
Course	<input type="text"/>

Group 1 Applicants

If you are using this form you should know that you are automatically entitled to the full bursary. Please indicate which category you are in and the evidence you can supply.

Category	Evidence
You receive Income Support	
You have 'Looked After' status, i.e. you live or have lived in a Children's Home or you live with Foster Carers	
You receive a Disability Living Allowance AND Employment Support Allowance	



Receipt of this bursary is subject to you meeting conditions set out in the Post-16 student planner; this is a commitment. Please sign to indicate that you understand all the terms and conditions to meet this commitment.

Signed	<input type="text"/>	Tutor Group	<input type="text"/>
Name	<input type="text"/>	Date	<input type="text"/>

For School Use

This application is supported?

Yes	No
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Financial assessment and eligibility confirmed?

Yes	No
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Comments regarding application

Bursary Award	Cash / In kind* / Other* / None*
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*Please specify

<input type="text"/>
<input type="text"/>

Please pay

£

(or value of in kind award)

The student direct

£

Reimburse the school

£

Signed

Position

Name

Date



Group Two Application ref:
Personal Details

Name

Date of Birth Your age

Telephone No Mobile

Course

Please state what costs you need help with

Expense	Details	Amount Requested
Books and equipment		£
Transport costs to and from school		£
Emergency accommodation and meals		£
Course / Field trips		£
Interviews and Open Days at University		£
Other costs (please specify)		£
TOTAL AMOUNT REQUESTED		£



Please tick if any of the following categories apply to you or indicate the value of any support you receive					
Are you and/or your brothers or sisters in receipt of Free School Meals?				Yes	No
Name(s) of brothers and/or sisters:					
If you and/or your brothers and/or sisters are in receipt of Free School Meals you do not need to provide any further financial information in the next two boxes.					
Financial Assessment					
We have to show that we have clear evidence of support being needed and must ask for evidence from the person or persons responsible for household bills:					
Person 1	Are you employed?			Yes / No	
Person 2	Are you employed?			Yes / No	
Income received (please tick as appropriate)					
	Person 1	Person 2		Person 1	Person 2
Working Tax Credit			Grants/Bursaries		
Child Tax Credit			Child Benefit		
Other (please specify)	Person 1				
	Person 2				
Benefits (please tick as appropriate)					
	Person 1	Person 2		Person 1	Person 2
Income Support			Employment Support Allowance		
Job Seeker's Allowance			Incapacity Benefit		
Carer's Allowance			Housing Benefit		
Council Tax Benefit					
Other (please specify)	Person 1				
	Person 2				



Please provide any other information to support your application

Please include in this box anything that will help us understand your needs (it can be completed with help from the Post -16 team).

Receipt of this bursary is subject to you meeting conditions set out in the Post-16 student planner; this is a commitment.

Please sign to indicate that you understand all the terms and conditions to meet this commitment.

Signed	<input type="text"/>	Tutor Group	<input type="text"/>
Name	<input type="text"/>	Date	<input type="text"/>

For School Use

This application is supported?	<input type="text" value="Yes"/>	<input type="text" value="No"/>
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Financial assessment and eligibility confirmed?	<input type="text" value="Yes"/>	<input type="text" value="No"/>
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Comments regarding application	Bursary Award	Cash / In kind* / Other* / None*
	*Please specify <input type="text"/> <input type="text"/>	

Please pay	<input type="text" value="£"/>	(or value of in kind award)	The student direct	<input type="text" value="£"/>
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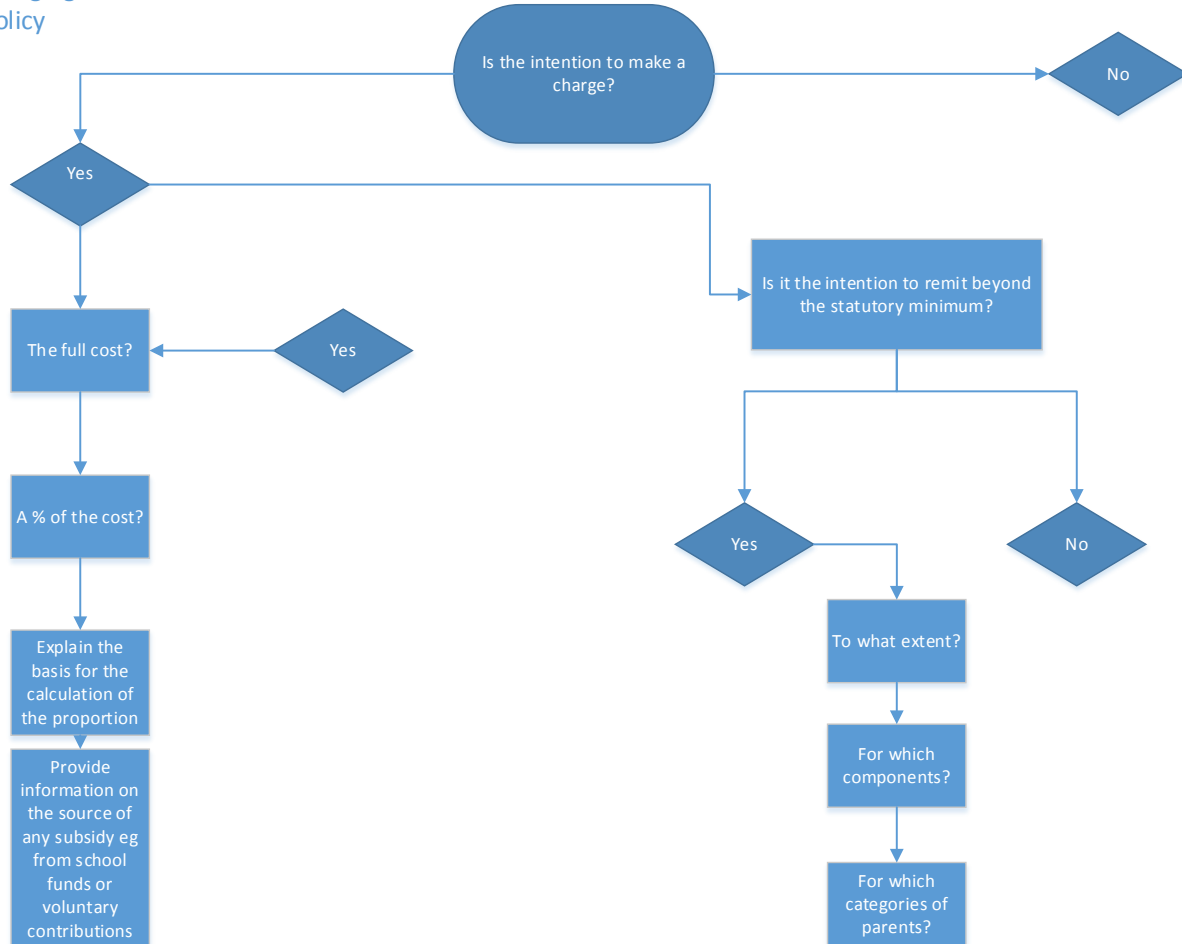
Reimburse the school	<input type="text" value="£"/>
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Signed	<input type="text"/>	Position	<input type="text"/>
Name	<input type="text"/>	Date	<input type="text"/>



Appendix 3: Determination of charges

Determination of Charging Policy





Appendix 4: Contribution to damage – letter to Parent/Carer

Parent / Carer

Addr 1

Addr 2

Addr 3

Addr 4

Postcode

Date

Dear Parent/Carer

**Damage to school property [Date of damage]
[Student Forename, Student Surname] – [Form Group]**

As you were notified, [Student Forename] was involved in causing damage to [describe item(s)] in school. This damage was intentional and as a result the school have had to pay to have the [describe item] replaced.

Damage of this nature and resulting replacement costs are taken from the school budget, which impacts on all students. We would therefore ask that a contribution of [£GBP amount] is made to cover the cost of the replacement. Enclosed is an invoice for this amount.

I am sure that you wish to support us in this matter and will also reinforce to [Student Forename] the consequences of his actions.

Please do not hesitate to contact [Student Forename]'s Year Team should you wish to discuss this matter further.

Yours sincerely

Mr R Foster
Deputy Headteacher