



TORQUAY BOYS' GRAMMAR SCHOOL

Charges and Remissions Policy

Reviewed by the Resources Committee, September 2023

Torquay Boys' Grammar School is committed to safeguarding and promoting the welfare of students and young people in its care.

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1. General

In general, the provision of education is free but as permitted by the Education Act 1996 TBGS policy provides for charges in the areas listed below. A summary of the Governing Body's charging and remission policy will be included in the school prospectus. Parents should be given notice of any proposed change to the policy.

If a charge is made for each student, it will not exceed the actual cost. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising.

The permitted charge may include an allowance for the costs of teachers from the school who supervise the activity, but only if those teachers have been given a separate contract to provide the optional extra. This contract does not need to be a formal document.

2. Public examinations

No charges will be made for entering students for public examinations for which students are prepared as part of the curriculum. The school staff acting on behalf of the governing body must enter a student for each examination in a public examination specification for which the school has prepared the student unless there are compelling educational reasons

for not entering the student, or if the student's parents ask in writing that the student should not be entered. The LEA may not override the governing body's decision on whether to enter a particular student for an examination.

An examination entry fee may be charged to parents if:

- students are entered for examinations as private candidates.
- the examination is part of the school curriculum, but the pupil was not prepared for it at the school;
- the examination is not part of the school curriculum, but the school arranges for the student to take it;
- a student fails without good reason to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee.

Charges will not be made for any cost associated with preparing a pupil for an examination except where a pupil is prepared outside school hours for an examination that is not set out in regulations.

3. Materials, books, instruments or other equipment

A governing body may set a charge for materials used in school where a parent indicates in advance that they or the student wishes to own the finished article which incorporates the materials. Any charge will not exceed the cost of the materials.

Alternatively, the parent may be required to provide the materials in question.

4. Education partly during school hours

When 50% or more of an activity (including travelling time) takes place during school hours no charge may be made.

5. Residential activities

For a residential activity taking place mainly during school time, or which meets the requirements of the specification for a public examination, or is to do with the curriculum, no charge may be made either for the education or for the cost of travel. This does not stop a voluntary contribution being sought. However, a charge (not exceeding the actual cost) will be made for board and lodging, except for students **whose parents would qualify for Free School Meals**. Further details on Remissions are at Section 10 below.

6. School minibuses

Schools may charge students, staff or parents for transport in their minibuses only if they hold a permit issued under section 19 of the Transport Act 1985. The permit exempts the school from Public Service Vehicle (PSV) operator and driver licensing requirements. The

school may, however, request a voluntary contribution towards the cost of travel in a school minibus.

7. Education outside school hours

A charge will be made for education provided outside school hours which is an optional extra provided it is with the prior agreement of parents. The charge in respect of a student will not exceed the actual cost of providing the activity divided equally by the number of students participating (it will not include a share of the cost of any remissions). Costs will where appropriate include an element for travel, board and lodging, materials books, instruments and other equipment, support staff costs and teaching staff costs (where a teacher/instructor has been engaged specifically to provide the activity) entry fees, insurance and other costs.

Payment for trips and activities must be made in advance of any trip. More costly trips (over £100) can be paid for in instalments as directed by the trip organiser. Where a Trip is organised by a Travel Company and they require a non-refundable deposit from the school then the initial deposit by parents must equal this sum and will also be non-refundable unless the school is able to obtain a refund.

8. Activities not run by the school or LEA

A non-school organisation which arranges an activity to take place during school hours may charge parents who want their child to join the activity. Parents wishing their child to participate in the activity must obtain the school's permission.

9. Damage to property

The governing body may reserve the right to ask the parents of a student whose inappropriate behaviour causes damage to contribute to the cost of repairs or of replacing defaced, damaged or lost property.

10. Voluntary contributions

Although the school cannot charge for school-time activities, we may still ask parents and others for voluntary contributions (in cash or in kind) to make school funds go further. All requests to parents for voluntary contributions will make it quite clear that:

- the contributions are voluntary
- the children of parents who do not contribute will not be treated any differently
- where an activity cannot take place without some help from parents, and there are insufficient voluntary contributions, the activity may be cancelled.

11. Remissions

Financial support for parents who are having difficulty in finding the money to enable their children to attend curricular trips and/or extra-curricular activities are subject to legislation which provides for the trip which takes place during school time.

Where remissions apply, the Governors are obliged to remit the travelling part of the curricular trip. The parents are normally expected to pay the residential element (presumably on the basis that parents would incur costs if the child were living at home) but exceptions may be made depending on cost and the parents' ability to pay.

Remissions will apply as long as parents are in receipt of Income Support; income-based Jobseeker's Allowance; income-related Employment and Support Allowance; support under Part VI of the Immigration and Asylum Act 1999; the guaranteed element of Pension Credit; Child Tax Credit (provided parents are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190); Working Tax Credit run-on - paid for 4 weeks after qualification for Working Tax Credit ends; or Universal Credit - if applied for on or after 1 April 2018 the household income must be less than £7,400 a year (after tax and not including any additional benefits)

Similarly, consideration will be given to remitting all or part of the cost of any extra-curricular activity depending on cost and the parents' ability to pay.

Any parent/guardian wishing to apply for remission of part or all fees associated with curricular trips or extra-curricular activities should apply using the pro-forma which can be accessed on the school website or a copy obtained by contacting the school's Bursar.

Remissions are considered by the school's Bursar in the first instance. In case of any uncertainty or appeal, a Remissions Panel consisting of the Chair of the Personnel Committee, The Chair of the Finance Committee and one other Governor will be called to review the application along with the Headmaster.

The remissions pro-forma invites parents to indicate first their income and outgoings and makes clear that any false statement would require repayment of the remission with interest.

The remissions pro-forma will invite the parent to indicate how much they will be able to pay towards the trip before it takes place and how much they are willing to raise after the trip has taken place to pay back to the school. This amount needs to be written down and signed by the parent.

The Governors reserve the right to refuse to pay and also reserve the right to make a token gesture without prejudice should there be a deserving case but not one which they would wish to have used as an example in the future. We will do everything we can to understand the individual circumstances of families in each case.

TBGS's commitment to equality and diversity means that this policy has been screened in relation to the use of gender-neutral language, jargon-free plain English, recognition of the needs of people with a disability, promotion of the positive duty in relation to race and disability and avoidance of stereotypes.

This document is available in alternative formats on request.