



# Court Moor School

## CHARGING AND REMISSIONS

Date Approved by Finance Group	May 2021
Date of Next Review	Summer 2024
Signed Headteacher  <i>Paul Jenkins</i>  Date May 2021	Signed Chair of Governors  <i>Emma Sharratt</i>  Date May 2021

## **CHARGING AND REMISSIONS POLICY**

### **1. Extra-curricular activities**

The governors will normally expect parents to pay the full cost of all activities occurring out of school hours where the school incurs third party charges.

The only activities subject to charges *at all times* (except for students entitled to Pupil Premium funding) are:

- i. individual and small group tuition in playing a musical instrument (including singing) where this is not part of the normal school curriculum
- ii. the cost of board and lodging on residential trips.

The school may apply charges for certain extra-curricular activities, such as PE coaching, to cover the charges made by the coach.

### **2. Examination entries**

Entry fees for school examinations (e.g. GCSE), for which students have been prepared in the timetabled curriculum, are paid by the school. If a student is entered for an examination but then fails to produce adequate coursework for assessment or misses an examination without good reason, the cost of the entry will be charged to the parents.

Some students may be entered for additional examinations, e.g.

- i. 'non-prescribed' examinations (e.g. music grade examinations)
- ii. prescribed examinations for which students have not been prepared in the timetabled curriculum
- iii. 're-sits' of prescribed examinations.

In all these cases, the school will charge parents the full cost of these examination entries, together with the cost of hiring any invigilators that are necessary. If a candidate or the candidate's parents wish to challenge a grade or result of an examination, the school will charge parents any associated fees.

### **3. Fees for services**

If a parent wishes to purchase a musical instrument through the Assisted Musical Instrument Purchase Scheme, the school will make an admin charge to the parent of £7.50.

### **4. School Property**

The governors reserve the right to charge the parents of students who are responsible for damage to, or the loss of, school property to the cost of the repair or replacement of such items.

## **5. Remission of charges**

The governors will remit the following charges for students entitled to Pupil Premium funding on application, and according to the Charge Remission Structure, to be viewed on the school website:

- i. some or all of the charges for instrumental music tuition, including singing, (first instrument only)
- ii. some or all of the charges for an out-of-school activity or a residential activity in school hours in accordance with the Charge Remission Structure, to be viewed on the school website
- iii. some or all of the charges for necessary text books or revision guides.

The governors may also remit some or all of the charges for a particular out-of-school or residential activity if they believe it desirable:

- i. to give special encouragement for students to take part in such an activity
- ii. to subsidise the cost to students whose parents are in financial difficulties.

## **Delegation of decision making**

The governors have delegated to the Headteacher decisions about the levying and remission of charges but they reserve the right to hear appeals from parents on these issues.

## 2021 / 2022 CHARGE REMISSION STRUCTURE FOR SCHOOL TRIPS\*

The following discount structure effective while Pupil Premium funding exists

	<b>GROUP</b>	<b>CURRICULUM TRIP DISCOUNT</b>	<b>ENRICHMENT TRIP DISCOUNT</b>	<b>FUNDING SOURCE</b>
<b>TIER 1</b>	<b>Current Looked After Children</b>	<b>100%</b>	<b>100%</b>	<b>Pupil Premium / Budget Share (LAC Uplift)</b>
<b>TIER 2</b>	<b>Current FSM students</b>	<b>100% up to a maximum of £100</b>	<b>School's discretion</b>	<b>Pupil Premium</b>
<b>TIER 3</b>	<b>FSM Ever 6, Post-LAC</b>	<b>50% up to a maximum of £100</b>	<b>School's discretion</b>	<b>Pupil Premium</b>
<b>TIER 4</b>	<b>Other students whose families experience financial hardship</b>	<b>School's discretion</b>	<b>School's discretion</b>	<b>FoCMS Hardship Fund</b>

\* Remission of charges by application only

### **Service Premium**

The DfE Service Pupil Premium guidance clearly states SPP should not be used to subsidise routine school activity (i.e. curriculum trips, music lessons etc.). The school will determine whether an enrichment trip meets the DfE SPP expenditure guidelines and therefore whether a discretionary discount will be offered.

A curriculum trip is one which directly links to the content being taught in lessons. At GCSE it is usually mandated in the specification

An enrichment trip is all other trips