

# Exmouth Community College



## Charges and Remissions for College Activities Policy

<b>Policy Details</b>	<b>Date</b>
Policy Written	Graham Allen
Policy ratified by	Finance Committee
Policy agreed by governors	28.11.17
Review Cycle	Annual
Policy Review date	Autumn 2 2018

The purpose of the policy is to ensure that there is clarity over those items which the College will provide free of charge and for those items where there may be a charge.

The Governing Body of Exmouth Community College has drawn up this Policy with due regard for Devon County Council Policy, the Education Act 1996 and the guidance issued by the Fair Access Division DCSF in January 2009.

## **Definition**

The College day is defined as: 8.30am – 1.20pm and 2.00pm – 3.00pm. The midday break does not form part of the College day.

## **Responsibilities**

The Principal will ensure that staff are familiar with and correctly apply the policy. The Governors will review this policy annually.

### **1. CHARGING**

#### **(a) We will not charge for activities taking place wholly or mainly during College hours**

The guiding principle is that activities during College hours should be available to students regardless of their parents' ability or willingness to help meet the cost. However, certain exceptions and optional extras to this rule are permitted.

#### **Exceptions**

The College will charge parents for the following:

- Board and lodging on a residential trip;
- Activities on a residential trip if the bigger proportion of time spent falls outside the normal College day;
- Materials used in College for practical lessons where the parent or the student wishes to own the finished product. The charge will be equal to the cost of the materials used, or will be a charge 'in kind' by requiring parents to provide raw materials;
- In appropriate circumstances, to overcome the difficulties of valuation and collection of cash, parents may be asked for a small voluntary contribution towards the cost of materials for a whole year. Students will not then be charged for items of 'small value';
- The cost of the entry fee for a public examination (where the governing board of the Academy originally paid or agreed to pay the entry fee) when the student fails to meet any examination requirement for that syllabus, including the completion of coursework, due to low attendance or poor engagement, or fails to turn up to part or all of the examination;
- The full or part cost of instrumental music tuition except where this is required by the National Curriculum or examination syllabus. No charge may be made for vocal tuition during College hours. (Lunch breaks are not considered as being in College hours.)

#### **(b) Voluntary contributions for activities during College time**

Parents may be invited to provide voluntarily particular items or to make a contribution towards the cost of an activity, for example a College trip. They are not in any way obliged to contribute and a student will not be treated differently if no contribution is offered (for example being sent out of a lesson, separated from others). If sufficient funds are unavailable it may be necessary to curtail or cancel activities.

From time to time the College may invite a non-College based organisation such as a visiting drama group or storyteller to arrange an activity as an optional extra during the College day. The College may ask for a voluntary contribution for these activities.

**(c) Calculating Charges**

When charges are made for any activity whether during or outside of the College day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through donations, fundraising, and the student support fund.

**(d) Activities taking place wholly or mainly out of College hours**

The College will charge for 'optional extras' provided wholly or mainly outside the College day (eg theatre visits). The charge levied will cover the cost for each individual.

When calculating charges, the College will ensure free staff places have been acquired wherever possible.

**(e) Vocal tuition**

Vocal tuition will be charged for at the same rate as instrumental tuition.

**(f) Education partly during the College day**

If a non-residential activity happens partly inside the College day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the College day. Conversely, if the bigger proportion of time spent falls outside of the normal College day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

**2. REMISSIONS**

**(a) Board and Lodgings**

- There will be a remission of charges for board and lodging in respect of students who are entitled to free College meals where the residential trip takes place during College hours, or where it forms part of the syllabus for a public examination or is required by the National Curriculum. Parents who can prove they are in receipt of benefits including Income Support and Income Based Jobseekers Allowance are exempt from paying the cost of board and lodging.

**(b) Instrumental Tuition**

- The College will operate a tuition scheme in partnership with local Primary Colleges;
- Fees will be set annually. The level of charges will be set to cover all the costs;
- Each participating College may have its own remission policy which the College will administer when billing parents. The College will recover the cost of remissions from the other Colleges;
- The College will provide 50% of fees for parents who are in receipt of benefits that qualify them for free Colleges meals. Those parents will be asked to complete an application for free College meals if they have not already done so.

**(c) Vocal tuition**

- Vocal tuition will be charged for at the same rate as instrumental tuition. No charge will be made for vocal tuition during College hours. (Note that lunch breaks are not considered as being in College hours.)

#### **(d) Pupil Premium**

- The pupil premium will be used to support students whose families are on low incomes to access the programme by contributing up to 50% towards costs. The College will also contribute up to 25% of costs towards board and lodgings on foreign exchange trips for students eligible to the pupil premium.

### **3. DISCRETIONARY ASSISTANCE**

#### **(a) Visits Outside College Hours**

As specified in 1(d) above, students will be charged for visits outside College hours. However, where such a visit is considered by the Principal to be highly beneficial in respect of students' courses of study, financial assistance will be offered to students who are entitled to free school meals.

As specified in 1(d) above, staff will acquire free places for all visits when making bookings. However, where additional, direct costs are incurred (for example, travel) and where such a visit is considered by the Principal to be highly beneficial in respect of a teacher's professional development AND students' courses of study, financial assistance will be offered to staff through the CPD budget.

College meals. The cost of any assistance will be met from the College budget. Any visits supported in this way will be reported to the next meeting of the Governors' Curriculum Committee.

In exceptional circumstances, financial assistance may be given to parents in respect of any other activity outside College hours for which a charge is being made. The cost will be borne by the College budget.

### **4. DAMAGE TO AND LOSS OF COLLEGE PROPERTY**

Depending on the circumstances, when a student is responsible for damage to or loss of College property, parents may be asked to pay the whole or part of the cost of repairing or replacing the property.

This policy should be read in conjunction with the Equality Policy. No one will be unlawfully disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

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