

# GRAVENEY TRUST

## CHARGING AND REMISSIONS POLICY FOR SEPTEMBER 2016

These arrangements for charging for activities aims to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer.

Education wholly or mainly provided within school hours will be provided free of charge. The exceptions to this are the provision of instrumental music tuition and any residential costs relating to school trips, see further below.

### **Music Tuition (Graveney)**

The school continues to subsidise the cost of music tuition. The charges for music tuition from September 2016 which contribute to the overall costs incurred are as follows:

£ 80 per term for a joint lesson (usually 2 but up to a maximum of 4 pupils)

£ 140 per term for an individual lesson

Where a pupil is studying for GCSE, AS or A2 music, the charge for one instrumental lesson per week is reduced by 50% for the first instrument only. Where a second instrument is studied, the above full charge applies.

Parents of pupils for whom the school receives Pupil Premium funding are entitled to a minimum 50% discount on fees. The school may exercise discretion to increase the level of discount for these pupils and also agree discounted fees in other cases of financial hardship on an individual basis.

### **Music Tuition (Tooting)**

Pupils will not normally be offered instrumental music tuition until they reach Year 4. However, there may be some parents who wish their children to begin music tuition at an earlier age. Arrangements for charging for such tuition will be considered in the context of the prevailing financial situation at school and will be communicated to parents as requested. Charges to parents will be set to cover the actual costs of the instrumental tutor with the exception of pupils eligible for Pupil Premium where tuition will be provided free of charge. The Directors will review these charges with a view to introducing subsidised provision for all pupils in the future, budget allocations allowing.

### **Education Visits and School Journeys (Graveney and Tooting)**

Parents may be asked for a voluntary contribution to cover the costs of day visits for individual classes, for example, transport, museum entrance fees etc. No child will be prevented from participating in a day trip on the grounds that their parents are unwilling or unable to make a contribution. However, if insufficient parents are able to contribute to the costs of the visit, the visit may have to be cancelled.

A charge will be made for the cost of board and lodging during residential school trips. This cost will not exceed the actual cost of the provision. Where the trip takes place outside of school hours but it is necessary as part of the National Curriculum or forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, the charges will be remitted for pupils whose parents/carers have been entitled to free school meals in the last six years.

Where the trip is not necessary as part of the National Curriculum and does not form part of the syllabus for a prescribed examination, the above remissions do not apply and all parents will be charged for their child's participation. However, parents may apply to the Pupil Premium fund manager for a school journey grant to fund all or part of these costs. Decisions on the expenditure from Pupil Premium are delegated to the relevant Principal/Vice-Principal or Headteacher.

### **Public Examinations (Graveney)**

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list, but the school arranges for the pupil to take it;

- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LEA originally paid or agreed to pay the entry fee.

### **School Uniform (Graveney and Tooting)**

School uniform is purchased by parents directly from the school uniform provider. Pupil premium pupils are entitled to a basic package of uniform each year. Pupil premium families will need to obtain a voucher from their school to present to the school uniform provider who will provide the uniform and then invoice the schools directly.

### **School Meals (Graveney and Tooting)**

School meals are provided free to pupils in Reception, year 1 and year 2. Pupils in Years 3 – 13 will be charged at published rates for standard meal packages and for individual items. These rates are agreed annually by the Graveney Trust and the catering contractor.

### **Damage/Loss of Equipment (Graveney and Tooting)**

A charge may be made where a pupil damages or loses a piece of school equipment (including text books and cashless cards) or causes damage to the school site, including vandalism, graffiti, broken windows etc. Where a charge is made, the Principal/headteacher has discretion on the level of charge which may be the full cost of replacement or repair or a contribution towards replacement or repair.

At Graveney, a book deposit is taken for all pupils on admission to Year 12, which is refundable on the return of all books at the end of Year 13. Decisions on the level of book deposit is delegated to the Principal/Headteacher.

### **Ingredients/materials in practical subjects (Graveney)**

A voluntary contribution of £50 per year in each of years 7, 8 and 9 is requested from parents, as part of the School Fund arrangements. Part of this contribution is put towards the costs of materials and ingredients in Art and Technology during Key Stage 3. In years 10 to 13, ingredients and materials will be provided to pupils free of charge, unless a pupil wishes to retain the finished product, in which case a small charge may be made. Ingredients and materials for other practical subjects will be provided free to pupils eligible for Pupil Premium.

### **Lettings (Graveney and Tooting)**

Charges will be made for the hire of school premises. Decisions on the level of charge is delegated to the Chief Executive who will provide periodic reports to the relevant Directors' Committee.

### **School Fund (Graveney)**

Parents are asked to make voluntary contributions to the school fund. The level of contribution currently agreed by Directors is £50 per pupil per year.

This contribution includes the contribution for ingredients/materials referred to above. In Years 12 and 13, this also covers the cost of providing ID cards. Where a pupil in any year damages or loses their card, a replacement will be made and will be charged to the pupil at the prevailing cost price.

### **School Fund (Tooting)**

Parents are asked to make a voluntary contribution to the school fund. The level of contribution currently agreed by the Directors is £10 per family per year.

School Fund at both schools is used for a variety of purposes. Its existence means that the schools can buy items which may be peripheral to the core curriculum but which nevertheless form an important part of school life. Examples of previous years' expenditure have included a school minibus, playground equipment, contributions to refreshments at Sports Day, team PE kits etc. All expenditures from school fund are approved by the Headteacher. The account is audited annually and spending is reviewed by the relevant Directors' committee.