



# **The Thomas Adams School**

## **Policy Statement**

### **Charging & Remissions Policy**

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|------------------------|------------|
| Date of latest version | April 2020 |
| Agreed by Governors    |            |
| Date of next review    |            |
| Review cycle           |            |

**The Thomas Adams School**  
**Charging and Remissions Policy (Money)**

The Thomas Adams School is committed to offering all of its pupils the opportunity to experience learning outside of the classroom, regardless of their circumstances or ability.

No pupil should be excluded from an activity because their parent/carer is unwilling or unable to pay. Where the individual cost of an activity is low, the Headteacher may allow remission of charge, but when insufficient voluntary contributions are raised to fund the activity, then it will be cancelled.

**Charges for School Activities**

There are some circumstances in which legislation allows a charge for school activities and, at Thomas Adams, these are as follows:

- Any materials, books, instruments, or equipment, where the child's parent/carer wishes the child to own them;
- Optional extras (see below); and
- Music and vocal tuition provided by external services.

The school will also seek to recover costs of replacement for breakages or other damage done to school property resulting from a pupil's behaviour. The charge may be part or full recovery of the cost, which reflects the nature of the behaviour leading to the loss or damage.

**Optional Extras**

Charges may be made for some activities known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras include:

- Education provided outside of school time, including residential trips, that is not:
  - a. Part of the Curriculum;
  - b. Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or fails (without good reason) to complete the public examination's requirements; or
  - c. Part of Religious Education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Examination result appeal(s). The school will refund the fee if the appeal is successful.
- Transport that is required to take the pupil to and from school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education;
- Board and lodging for a student on a residential visit; and
- Library books not returned after a reasonable period of time.

In calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra. This includes supply teachers engaged to specifically to provide the optional extra;

- The cost, or proportion of the costs, for teaching staff employed to provide tuition in their subject area, where the tuition is an optional extra; and
- The cost of any financial processing charges.

### **Materials**

The school has a limited budget. Therefore, some subject areas, including Design and Technology, Art and Textiles, may ask for a small contribution towards materials in order for pupils to be able to bring their work home when completed. If a parent/carer would like to discuss possible assistance in making these contributions, please contact the Head of Year. All such enquiries are dealt with on a discretionary basis and treated in the strictest of confidence. These contributions for pupils entitled to Free School Meals will be paid for using Pupil Premium money.

### **Uniform**

All uniform should be bought from the School Uniform Shop. If families are concerned about the costs involved, they should contact the school to discuss the support that we may be able to offer.

### **School Dinners**

The cashless catering system will allow pupils to go one meal "overdrawn". Therefore, no pupil should go without food. However, parents/carers need to check and update accounts regularly so that accounts do not go into arrears.

### **Remissions**

Pupils whose parents/carers are in receipt of a Means-Tested Benefit, such as:

- Income Support or Universal Credit
- Employment & Support Allowance
- Council Tax Benefit / Housing Benefit
- Income Based Job Seekers Allowance
- Working Tax Credit

May be entitled to:

- Full remission of charges for board and lodgings for pupils who take part in a residential visit deemed to be 'in school hours', or take part in a residential visit 'out of school hours' which is to fulfil statutory duties relating to either the Curriculum or to Religious Education.
- Charges for other school activities and optional extras may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents/carers are informed of charges for individual activities.

All requests are subject to approval by the Senior Leadership Team.