

Brookvale Groby Learning Campus

part of the Brookvale Groby Learning Trust



Charging & Remissions Policy

2024 - 2025

Date of Review:

January 2024

Next Review:

January 2025

Introduction

In line with the 1996 Education Act the Trust supports the principle of maintaining the right to free education. There is no charge to deliver the National Curriculum or provision which prepares a young person for an examination. This includes providing teaching staff and equipment in lessons including the majority of consumables. With some extracurricular activities i.e. not part of the National Curriculum but supporting other interests such as sports coaching, there may be some charges to cover the costs of the activities and travel where required.

Some activities will be dependent on parental voluntary contributions. (See note 2)

In addition to the free provision during the school day, students whose own circumstances, or the circumstances of their parents/carers, give eligibility to pupil premium may not be charged for some additional elements, see note 1 at the end of this policy.

The Business Director will be responsible for the review and implementation of this policy. The policy will be monitored by the Finance & Operations Committee.

The Curriculum

Most students will equip themselves with the basic materials required for their lessons, courses and exams. This independence is encouraged as part of our process of preparing students for life. The majority of materials, instruments and other equipment for use in connection with education will be provided during school hours.

Students in all years will be offered the opportunity to purchase their own individual copies of a text book for revision and reference purposes. The specific nature of courses at Post 16 and the smaller number of students on each course means that it is less economically viable for the trust to purchase sets of books or resources on behalf of students. Students will therefore have to buy additional materials from external sources.

All students will be provided with a limited number of printer credits each academic year. Any students in year 10 and 11 who require additional credits and are studying a portfolio based course will be given additional credits on a case by case basis. Any post 16 students who exceed their initial limit will be required to pay for additional printer credits.

The governing body reserves the right to make a charge in the following circumstances for activities organised by the trust:

- a) Activities mainly outside school hours
- b) Residential visits
- c) Additional music tuition

Public examinations

- a) No charge will be made for entry to a public examination if the student has prepared for it at the trust
- b) Where a student has not been prepared for a public examination by the trust there will be a charge for entering the student for the examination if previously agreed by the parent
- c) If a student fails without good reason to complete the examination requirements for any public examination for which the college has paid (or is liable to pay) an entry fee, the Governing Body may recover the fee from the parent.
- d) Charges will be made for resits unless agreed due to extenuating circumstances by the college. Payment to be made prior to the exam.
- e) Where parents/carers/students initiate/request a resit then they are to pay in full. Payment to be paid prior to the exam.
- f) Where parents/carers/students request a review of marking then they will be asked to pay in full.
- g) Where a parent/carer/student requests a late entry for an exam then they will be required to pay the full late entry costs.
- h) All Post 16 students will start Year 12 on at least 3 A Level courses with the aim that they are completing a two year course. If a student starts with 4 A levels and chooses to accredit a course at the end of Year 12 (using the AS qualification if available), then they will be charged the full entry costs, unless the request comes from a teacher or the Post 16 team.

- i) Students in Post 16 with below 90% attendance in a subject (subject to extenuating circumstances supported by medical evidence) will be charged for the full exam costs prior to the entry being submitted. The student will not be entered for the exam until the costs are paid in full. If a Post 16 student's attendance falls below 90% prior to the examinations (without evidence of extenuating circumstances such as medical) then they will be charged for the full cost of the examination entry in each subject.
- j) NB. Where an exam fee is paid using the Campus Management Information System 'Arbor', a transaction fee of 1.29% will be chargeable.

External examinations

The campus offers the facility to enter external candidates for exams. The candidate must notify the Exams Officer prior to the summer entry deadline in February and must pay before the withdrawal deadline in April. Failure to pay will result in the entry being withdrawn to prevent cost to the campus. A charge of £50 will be made to cover the incurred administration costs and an additional £10 per subject will be charged to cover any supporting administration unique to the subject.

Remissions

In order to remove financial barriers some activities and visits, where charges can legally be made, will be offered at no charge or a reduced charge to parents/carers in particular circumstances. (See note 1 at the end of this policy).

Equipment

Students are issued with certain items during their time on campus to help with their organisation and our procedures. If these items are lost there is a charge to replace them. Some of these items are Students Organisers, Bus Passes and ID cards/lanyards.

Charges re damage to equipment and campus property

Where a student wilfully and deliberately causes damage to the Trust's property whether liability is admitted or not, and following full investigation, the parents/carers will be invoiced for the appropriate amount to rectify the damage.

Letting campus premises to a third party

Please see the separate document for lettings charges available on the Trust's website.

Note 1

Students who qualify for pupil premium may receive free or subsidised:

- Revision guides
- Scientific calculators
- Trips where a whole year group are expected to participate or compulsory participation is required due to the curriculum
- Music lessons at the discretion of the Campus Head of Music
- Funding for D of E Bronze and Silver Awards, at the discretion of the PP co-ordinator.

Note 2

All requests for voluntary contributions will emphasise their voluntary nature and students who do not make such contributions will be treated no differently from those who have.

The law says:

- If the activity cannot be funded without voluntary contributions the parents/carers will be notified of this from the outset.
- No student will be excluded from an activity because parents/carers are unable to pay.
- If insufficient contributions are raised the trip or activity may have to be cancelled.
- If a parent/carer is unable or unwilling to pay, their child will be given an equal chance to go on the visit.

Trip Surplus

If there are any surplus monies calculated after a trip has taken place, this will be refunded to the payers when it exceeds a threshold of £7.50.