

TITUS SALT SCHOOL



Charges and Remission



1.0 Charging Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experience can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

In conformity with the Education Reform Act 1996, the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school (see DfE 'Charging for school activities' Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018):

1. Except where pupils are entitled to statutory remission, to charge for all board and lodging costs on residential activities for nights away from home.
2. To charge the full cost for activities wholly or mainly outside of school hours which are not part of a prescribed public examination, required to fulfil the National Curriculum or religious education. The midday break does not fall within school hours. When more than 50% of the activity takes place in school time (e.g. a school journey taking place all day Friday and Saturday morning) it is deemed to take place within school hours.
3. To charge for the cost of materials, ingredients or equipment (or the provision of them by parents/carers) for practical subjects. Provision of these, or a charge, may be necessary if the parents/carers have indicated in advance that they wish to own the finished product.
4. To charge for peripatetic music tuition.
5. Examination entries where:
 - The school has not prepared pupils for the examination in the year for which the entry is made; or
 - The pupil has failed, for no good reason, to complete the requirements of the examination or to attend.
 - The pupil is re-sitting the examination to improve their grade for the second time. The first re-sit is paid for by the school.
6. To charge for re-check of examination results where this has been requested by parents and is not supported by the school.
7. To request payment from parents/carers for damage, graffiti, or loss of school property caused wilfully or neglectfully by their children (Appendix 4). This would include property of any pupil or adult working in or visiting the school.



The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils. However, this is only when such activities can be provided if there is enough voluntary funding to ensure that no pupil is excluded from such activity by reason of unwillingness or inability to pay the voluntary contribution.

All charges to families should not include subsidies for other pupils or accompanying staff.

Specific mention is made here referencing points 1. and 2. with respect to refunds. Refunds for trips and visits will automatically be made should a trip be cancelled by the school. If a parent/carer chooses to withdraw a pupil from a trip or visit then any refund is awarded on a discretionary basis and parents/carers will need to write directly to the Headteacher to request the refund. Refunds cannot be dealt with by other members of school staff without first having received the written request. There may be some instances where deposits are non-refundable and an administration fee for cancellation may apply. The school may have incurred direct costs which are non-recoverable as a consequence of including the child on the trip (for example, purchase of a ticket which cannot be returned). In this type of event any refund will be discretionary.

The Governing Body delegate to the Headteacher the determination of any individual case arising from the implementation of this policy.

2.0 Remission Policy

Where the parents/carers of a pupil are in receipt of Income Support or Tax Credits, the Governing Body will remit in full the cost of board and lodging for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours, or where it forms part of the syllabus for a prescribed examination or National Curriculum.

3.0 Hardship Fund/Bursaries

The Hardship Fund is used to supplement fees/charges to pupils who fulfil the criteria for an allocation from the fund. The Deputy Headteacher with responsibility for Pastoral issues, or the Headteacher must authorise (Appendix 1) the proposal prior to any payment/transfer of funds to the parent/carer. Various criteria are used to assess the level of hardship:

- Income level - referenced against FSM eligibility
- Evidence of neglect – physical/emotional
- Support attendance – referenced against attendance statistics



- Child Protection issues
- Support progress/attainment.

Sixth Form bursaries (see DfE 16 to 19 Bursary Fund guide: 2019 to 2020 academic year) are managed by the Leader of KS5, in line with Bursary Funding received from the Local Authority or granted through the Education Funding Agency or its nominated agent. The applications process is evidenced in Appendix 2, payments being made to learners via the BACS system.



List of Appendices contained in Policy 05-002

Appendix 1 TSS Hardship Fund – Access to Fund to Support Pupils in Need

Appendix 2 Sixth Form Bursary

Appendix 3 Determination of Charging Policy

Appendix 4 Letter to parents/carers – contribution towards damage cost



Appendix 1: TSS Hardship Fund – Access to Fund to Support Pupils in Need

Hardship fund claim

Date

Staff code

Payee

Pupil/Year Group



Amount £	Receipts attached	Yes/No
Cheque Number		

Category of claim

Please tick

- Income level - referenced against FSM eligibility
- Evidence of neglect – physical/emotional
- Support attendance – referenced against attendance statistics
- Child Protection issues
- Support progress/attainment

Further detail

Authorised Signature

MOR/FST



Appendix 2: Sixth Form Bursaries

DD MM YYYY

Dear

Thank you for applying to the Sixth Form Bursary Fund and for making time to discuss your application with me. From the information you provided I can confirm your Sixth Form Bursary will be:

Your total award for the year:	£
This is intended to cover:	
This will be paid:	

Please contact me if you would like to discuss any aspect of your Sixth Form Bursary.

Please note that the monthly payment of this Bursary is dependent on your attendance, punctuality and completion of work.

Yours sincerely

Miss F Lockerbie
Joint Leader of Sixth Form



Group 1 application Money is applied for from the Education Funding Agency or its nominated agent.

Application Ref:

Personal Details	
Name	<input type="text"/>
Date of Birth	<input type="text"/>
Your age	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
Course	<input type="text"/>

Group 1 Applicants

If you are using this form you should know that you are automatically entitled to the full Bursary. Please indicate which category you are in and the evidence you can supply.

The defined vulnerable groups are learners who are:	Evidence
in care	
care leavers	
receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner	
receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right	



Receipt of this Bursary is subject to you meeting conditions that have been given to you at your interview with a member of the Sixth Form management team. Please sign to indicate that you understand all the terms and conditions to meet this commitment.

Signed	<input type="text"/>	Tutor Group	<input type="text"/>
Name	<input type="text"/>	Date	<input type="text"/>

For School Use

This application is supported?

Financial assessment and eligibility confirmed?

Comments regarding application

Bursary Award	Cash / In kind* / Other* / None*
*Please specify	
<input type="text"/>	
<input type="text"/>	

Please pay (or value of in kind award) The learner direct

Reimburse the school

Signed

Position

Name

Date



Group Two Application ref:
Personal Details

Name

Date of Birth **Your age**

Telephone No **Mobile**

Courses

Please state what costs you need help with

Expense	Details	Amount Requested
Books and equipment		£
Transport costs to and from school		£
Emergency accommodation and meals		£
Course / Field trips		£
Interviews and Open Days at University		£
Other costs (please specify)		£
TOTAL AMOUNT REQUESTED		£



Please tick if any of the following categories apply to you or indicate the value of any support you receive					
Are you and/or your brothers or sisters in receipt of Free School Meals?				Yes	No
Name(s) of brothers and/or sisters:					
If you and/or your brothers and/or sisters are in receipt of Free School Meals you do not need to provide any further financial information in the next two boxes.					
Financial Assessment					
We have to show that we have clear evidence of support being needed and must ask for evidence from the person or persons responsible for household bills:					
Person 1	Are you employed?		Yes / No		
Person 2	Are you employed?		Yes / No		
Income received (please tick as appropriate)					
	Person 1	Person 2		Person 1	Person 2
Working Tax Credit			Grants/Bursaries		
Child Tax Credit					
Other (please specify)	Person 1				
	Person 2				
Benefits (please tick as appropriate)					
	Person 1	Person 2		Person 1	Person 2
Income Support			Employment Support Allowance		
Job Seeker's Allowance			Incapacity Benefit		
Carer's Allowance			Housing Benefit		
Council Tax Benefit			Universal Credit		
Other (please specify)	Person 1				
	Person 2				



Please provide any other information to support your application

Please include in this box anything that will help us understand your needs (it can be completed with help from the Sixth Form team).

Receipt of this Bursary is subject to you meeting conditions that have been given to you at your interview with a member of the Sixth Form management team. Please sign to indicate that you understand all the terms and conditions to meet this commitment.

Signed

Tutor Group

Name

Date

For School Use

This application is supported?

Yes

No

Financial assessment and eligibility confirmed?

Yes

No

Comments regarding application

Bursary Award

Cash / In kind* / Other* / None*

*Please specify

Please pay

£

(or value of in kind award)

The learner direct

£

Reimburse the school

£

Signed

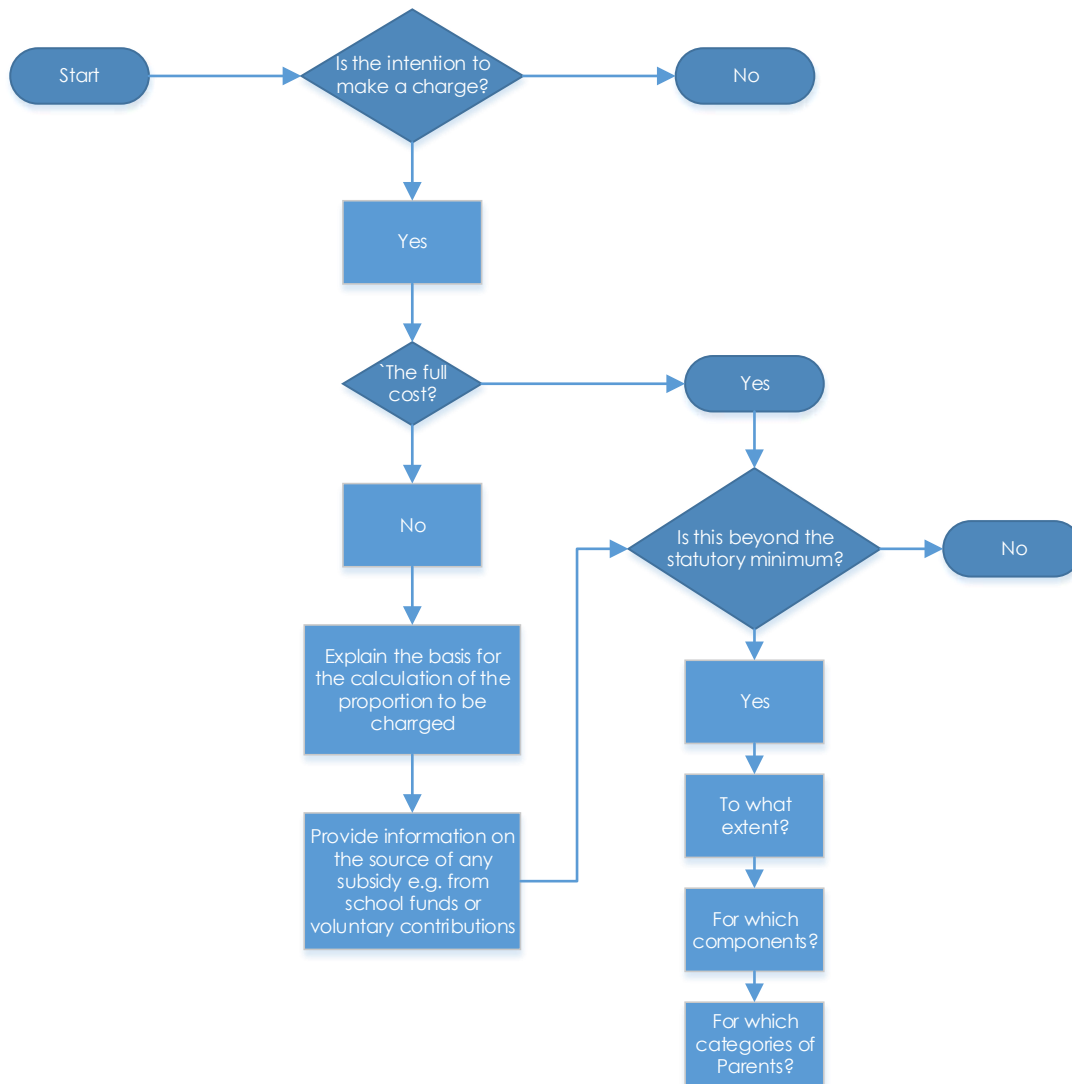
Position

Name

Date



Appendix 3: Determination of charges





Appendix 4: Contribution to damage – letter to Parent/Carer

Parent / Carer
Addr 1
Addr 2
Addr 3
Addr 4
Postcode

Date

Dear Parent/Carer

**Damage to school property [Date of damage]
[Pupil Forename, Pupil Surname] – [Form Group]**

As you were notified, [Pupil Forename] was involved in causing damage to [describe item(s)] in school. This damage was intentional and as a result the school have had to pay to have the [describe item] replaced.

Damage of this nature and resulting replacement costs are taken from the school budget, which impacts on all pupils. We would therefore ask that a contribution of [£GBP amount] is made to cover the cost of the replacement. Enclosed is an invoice for this amount.

I am sure that you wish to support us in this matter and will also reinforce to [Pupil Forename] the consequences of his actions.

Please do not hesitate to contact [Pupil Forename]'s Year Team should you wish to discuss this matter further.

Yours sincerely

Mr R Foster
Deputy Headteacher