



TOLWORTH GIRLS' SCHOOL & SIXTH FORM
STUDENT CHARGING & REMISSIONS POLICY

Governing Body Committee: Finance, Assets & Audit (F, A & A)
Date approved: June 2022
Next Review: June 2024

Purpose

Legislation allows schools to charge for certain activities which take place outside school hours. Tolworth Girls' School & Sixth Form's (TGS) policy applies to charges made to parents/students, for facilities used by private individuals and to third party organisations that rent school premises.

Under the terms of the Education Act 1996, the Governing Body of TGS must have a policy on charging students to participate in school activities. By law, students may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead.

- There is no obligation to make any contribution and
- That students will not be treated differently according to whether or not their parents have contributed towards the planned activity

Procedure

1. Admissions - no charge shall be made in respect of admission unless it is for the purpose of:

- Part-time education for persons over compulsory school age
- Full-time education for persons over compulsory school age
- Teacher training

2. Provision of education - no charge shall be made in relation to the education of registered students where education is provided during school hours. Where education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the syllabus/curriculum. The Academy may charge persons who are not registered students at the Academy for education provided or for facilities used by them belonging to the Academy.

3. Practical subject charge - charges will be made for materials and ingredients for practical subjects where parents indicate they wish to receive the finished articles. Any student involved in projects where materials are uniquely expensive will pay for materials in advance.

4. Visits during the school day - A voluntary charge will be requested to cover the cost of educational visits and other activities. However, as detailed at the outset, charges cannot be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable consideration will be given to cancellation.

5. Residential visits - Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received

6. Public examinations - No charge shall be made in respect of the entry of a registered student at the Academy. Charges are applied for the entry of a student for an examination for which he/she has not been prepared by the Academy. Entry for resit examinations is also subject to charge. Where a student has paid for an examination re-mark and the new grade exceeds the original, and then a refund is made for the fee.

We will however charge for entry to exams where a student fails to complete the requirement of the public examination (Learning hours) where the governing body had originally agreed to pay the fees.

7. Optional extra visits - Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.

8. Breakages - The financial cost relating to breakages/damage/fines are recoverable from parents and can be pursued as a civil debt. A charge will also apply for loss or damage to Academy property which is placed under the responsibility of the student and may be taken off the premises

9. Other Charges - The Academy may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Further examples of when charges will be made:

- Lockers - we ask students for a non-returnable rental fee of £25 (for 5 years). This fee is used towards the maintenance and replacement of lockers.
- Sixth Form Enrolment and Admin Charge - £100 per annum. This covers school fund, Sixth Form admin and common room subscription.
- Lost smartcards/lanyards/holders
- After school activities by external provider
- Photographs
- Art department studio art packs
- Printing

Remission of Parent/Student charges

Parents who find themselves in financial difficulties and who are in receipt of income support, income based job seekers allowance, receive support under part VI of the Immigration and Asylum Act 1999, or are in receipt of child tax credit may apply to the Academy for financial support towards the cost of trips/visits and materials for practical subjects.

All charges for income of any nature must be made through the Finance Office. Likewise, all monies received for such income must be paid to the Finance Office.

Each child should be given a signed dated receipt for each payment received and the details should be entered on the child's ParentPay account and recorded onto the Finance System as a nominal receipt.

Surplus funds following trip closure

Once a trip has been closed following all income and expenditure transactions then the trip must be identified as being in surplus or deficit. A closing form should be completed by finance department and checked by the Finance Manager detailing all of the summarised figures.

If a deficit is reached then a review of how this came to be should happen and documented to prevent a further occurrence of loss.

If a surplus is reached and the amount per person (based on the students numbers attend) is £20 or less then the total amount should be transferred into the school fund bank account to bring the trip account to a close. Any surplus in excess of £20 per person shall be refunded back to the payer to bring the trip account to a close.