



The Forge Short Stay School

Charging and Remission Policy

Date: January 2025

Ratified by Governors: January 2025

New Review due: January 2027



Charging Policy

January 2025

GENERAL PRINCIPLES

The Head Teacher, Staff and Governors will ensure that the following applies:

There will be no charges made for the following:

- For Education provided during School hours (including the supply of any materials, book, instruments or other equipment).
- There will be no charge made for an activity which is required as part of the National Curriculum.
- There will be no charge made for an activity which is an integral part of the syllabus for a prescribed public examination for which a pupil is being prepared by the school including examination re-sits if the school is preparing the pupil for it.
- With the exception of certain specified items there will be no charge made for an activity which takes place wholly or mainly during school hours (as defined by the Governors).
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the national curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at School.
- For supply teachers to cover for teachers who are unavailable from accompanying pupils on a residential trip.
- Transport provided in connection with a trip.
- No pupil is to be disadvantaged by parents' inability or unwillingness to pay charges.

Remission of charges

The Governors will seek to remit all or part of any authorised charges for those pupils whose parents are in receipt of appropriate Benefits as defined by the LA.



Activities arranged by a third party

The Governors will not be a party to any transactions between parents and third-party organisers of activities.

Governors' discretion for charging

Charges may be authorised at the discretion of the Governors for activities which takes place wholly or mainly outside school hours. Parents will be notified in advance if any charge is to be made.

Voluntary Contributions

Voluntary contributions may be requested in support of any proposed school activity, whether during or outside school hours. Pupils will not be debarred from participation because parents have not made any voluntary contributions.

CHARGING

Charging may be made for the following

1. Activities or visits where less than fifty percent of the time is during normal school hours.
 - Board and lodging for residential visits.
 - Travel to and from a residential activity if out of school hours.
 - Travel for activities authorised but not provided by the Governors, E.g. from home to placement during Work Experiences.
2. Re-sitting an examination if no further preparation is provided by the school.
3. Entry for public or private examination other than those on the Department for Children, Schools and Families' prescribed list.
4. Materials used in practical subjects when it is agreed in advance that the pupils/parents wish to own or dispose of the finished products (as in Home Economics or Technology). Ingredients may be requested in lieu of cash payments.
5. Individual or small group tuition in playing a musical instrument by a specialist music teacher except where the playing of that instrument is a direct part of the syllabus of a prescribed public examination. This charge may be requested to cover the cost of the tuition as well as the cost of music and the hire, repair and insurance of a musical instrument.



6. In order to remove financial barriers from disadvantaged pupils, there may be some activities where charges can legally be made will be offered at no charge or a reduced cost to parents in particular circumstances. The criteria is as follows:
- Parents in receipt of
 - Income Support
 - Income based Job seekers allowance
 - Support under VI of the Immigration and Asylum Act 1999
 - Child Tax Credit, provided that working tax credit is also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules.
 - Guaranteed State Pension
7. Compensatory charges will be sought from parents/carers for loss or damage to school books, equipment and school property including damage to the School building fittings and fixtures which occur as a result of unsatisfactory behaviour of their child(ren).

Additional Considerations

The governing body recognise its responsibility to ensure that the offer of activities and education trips does not increase the burden on family finances and to this end will adhere to the following guidelines.

- Inform parents/carers well ahead of proposed visit/activity date
- Establish a system for parents/carers to pay in instalments
- When a trip is announced with short notice, an instalment plan is arranged beyond the date of the trip/activity

It is recognised that requests to compensate for damage to school property may not be achievable immediately and to that end we will discuss and implement a system for parents to pay in instalments where requested.

Pupils on short term courses will be required to wear School Uniform which will be loaned to the pupils by The Forge with an agreement signed by parents/carers stipulating the uniform is loaned and if not returned parents/carers will be charged for a replacement.