



Marylebone Boys' School

STUDIO ET INDUSTRIA

Policy Name	Charging and remissions policy
Author	School Business Manager
Last reviewed	May 2023
Next review date	May 2024
Required to publish on school website	Yes
Statutory	Yes

INTRODUCTION

In accordance with Section 33 of the Funding Agreement between the school and the Secretary of State for Education, the school is required to determine the charging and remissions policies necessary to address Section 457 of the Education Act 1996.

The Governing Body recognises the valuable contribution that a wide range of activities including school visits, after school clubs and residential experiences can make towards a student's personal and social education.

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

(Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

1 GENERAL PRINCIPLE

The general principle within the Act is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours (but excluding the mid-day break)
- Required for the National Curriculum but out of school hours
- For statutory religious education
- For a prescribed public examination prepared for by the school

The school will not charge parents for admissions applications.

However there are exceptions where the school can make charges.

2 EXCEPTIONS

Charges are permitted under the Act to meet the costs of the following:

- Board and lodging on residential educational trips
- Non educational trips
- Music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination provided that the tuition is at the request of the parent.
- Materials/ingredients required to produce a finished product made in school (e.g. in art, design, food or technology lessons), where parents have agreed in advance that the finished article should be owned by the parent/carer or the pupil
- Entering a student for a public examination which is not prescribed in regulations, and for preparing the student for such an examination out of school hours
- Entering a student for a public examination against the wishes of the school
- Re-marking an examination paper where the re-mark is requested by the parent or student
- Re-sits of prescribed public examinations where no further preparation has been provided by the school

- Voluntary optional extras provided outside of school hours (or mainly outside school hours)

For the avoidance of doubt, the school will not charge for:

- Transporting pupils to and from the school premises, where the school has a statutory obligation to provide the transport
- Transporting pupils to other premises, where the school has arranged for pupils to be educated
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school
- Transport provided for an educational visit

In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per student incurred.

3 VOLUNTARY CONTRIBUTIONS

The Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost incurred per student. No individual student will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However, the visit or activity may have to be cancelled if insufficient contributions are received.

4 OTHER CHARGES

To engage actively in learning, be ready to learn and be able to learn in many different contexts, it is essential that students have the right basic equipment e.g., pens, pencils, calculators etc. Whilst there is no legal or formal requirement for parents to provide these items, the school actively encourages parents and students to purchase them. Some optional items of equipment may on occasion be offered for sale by the school.

Photocopying and/or printing which is not required by a member of staff may be charged for.

The school will seek payment from parents for damage to or loss of school property caused wilfully or negligently by their child.

A fee is payable for the Headteacher/member of staff to sign passport applications

5. FOOD AND DRINK

We offer pre-school breakfast and a mid-morning snack at break. We encourage all students to opt for school lunches.

We are a cashless school, and all parents are required to open a Parent Pay account and ensure there is sufficient credit in advance. Those students without credit on their account will not be served.

Students may be entitled to Free School Meals (FSM). Parents should apply for FSM prior to joining the school, or when they believe they have become eligible due to a change in circumstances. Until their eligibility for FSM has been confirmed by Westminster City Council (WCC) and the school has

received such evidence, parents must ensure that there is sufficient credit on the student's Parent Pay account to pay for their child's lunch.

FSM only covers lunch and does not cover snacks nor drinks. Water fountains are available throughout the school.

6 REFUNDS

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the student's control
- The school deciding that a student should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made.
- Wherever a student, having entered for a public examination against the school's wishes, achieves a grade in that examination
- If a child is absent, refunds or reductions are not available. This is because we would have already planned, staffed, and resourced our provision to cater for the number of children we were expecting.
- If an examination re-mark requested by a parent or student is successful (the reimbursement of fees will be made by the examination board)
- In other circumstances, at the discretion of the headteacher

7 SUPPORT FUND

Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requests for help from parents on eligible benefits will be considered and assistance provided within the limits of any support fund that may be available.

Eligibility for support is in line with central Government guidelines for eligibility for Free School meals which may be updated from time to time. Students who may receive FSM based on local initiatives from WCC or the London Mayor will not be eligible for the Support Fund.

Where a parent does not receive an eligible benefit, the school will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place and any cancellation fee will be avoided.

To request assistance, parents should contact the Headteacher by emailing parents@maryleboneschool.org .