

# **Anglo European School**

## **Charging and Remissions Policy**



**January 2017**

<b>Policy</b>	
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Reviewed	Biennial

# CHARGING

## *A Statement of Policy*

As of 2016 the range of services subject to charging was extended due to reduced central government funding. The school makes charges for a variety of non-statutory educational activities and invites voluntary contributions from parents. These charges reflect requirements and restrictions imposed by legislation or other statutory guidance. As a general principle, however, no child should be excluded from an educational activity as a result of inability to pay (affordability criteria).

### **1. VISITS AND EXCHANGES**

The school's residential visits and exchange programme is an essential part of the character of the school and the expectation that students will participate in these visits and exchanges is made clear to all parents when they make an application for their child to attend this school. Grant funding may be available to support families in need (see Grant Aid for Students, below).

Visits (day or residential) will not be offered on a first-come-first served basis but payment deadlines must be adhered to otherwise it is likely the child may not be able to participate

The accounts for the visits programme (and School Private Fund) are subject to an external audit and will be examined by the Governing Body each year. In calculating the costs of each visit, allowance will be made for administration, equipment, services, insurance, contingency and development costs, but no charge is made for any educational provision during school hours.

### **2. MUSIC TUITION**

Individual music tuition will be charged for. A grants system exists for students who wish to pursue music tuition to support their GCSE, A-Level or IB music studies who meet certain criteria. In addition to the school subsidy Essex Music Services (who provide the school's peripatetic music programme) offer a voucher scheme for those on low incomes.

### **3. SPORT**

Students will not be charged a match fee to cover the cost of transport to matches. This activity is subsidised via School Private Fund. The School may also provide support for other activities and this will be administered by the School Private Fund Manager.

#### **4. EXAMINATIONS**

Entry fees for examinations will be met by the school. In circumstances whereby the school decides it is not appropriate for a child to be entered for an examination, the child can still be entered provided the costs are met by the child's parents. The cost of examination remarks and resits must be met by the student or their parents unless the school considers a remark or resit to be advisable in which case the school will meet the cost. A copy of the Examinations Policy is available on request.

#### **5. COUNSELLING**

HBBS are our preferred service provider. Sessions will be charged per hour. Bereavement counselling will not incur an hourly fee and will be supported by HBBS.

#### **6. WORK EXPERIENCE**

The school continues to ensure that all Year 10 students and as many Lower Sixth students undertake work experience as part of their education at the Anglo including work experience exchanges. An administrative charge will be levied and will vary according to the amount of administrative work involved. For instance, overseas placements and placements involving access to our own database of employer contacts will incur a higher charge.

#### **7. STUDY CLUB/STUDY CLUB EXTRA**

The school will seek to recoup these costs by donations or charges. Costs include staffing and overheads.

#### **8. OTHER ACTIVITIES**

The school will charge for any enrichment activities that take place wholly or mainly outside of the school day as well as other non-statutory activities. The school will invite voluntary contributions for any other activities. Parents can assume that visits taking place during the school day will have been judged to be sufficiently educational to merit absence from school. However, all such visits are optional and depend upon the willingness of parents to meet the cost of the visits.

#### **9. BOOKS AND OTHER RESOURCES**

If a parent or student wishes to own equipment, materials or books normally provided by the school they will be advised regarding suppliers and costs. In some cases, the school itself may be able to sell the items in which case the costs of the item will be passed on.

## **10. LOCKERS**

Lockers are also available for rental and a rental per year will be agreed and reviewed regularly. Normally the charge for the full number of years a child is likely to be in school will be made. In certain circumstances the cost can be paid annually. There will be a charge for keys that are mislaid.

## **11. CALCULATORS**

Calculators for Mathematics at IB level can be loaned from the school. The fee paid for rental of the calculator is refundable at the end of the course providing it is returned in good working order. We may choose to levy an admin fee for this service.

## **12. GRANTS**

The school allocates a proportion of funds to enable it to provide grants to individual pupils so that they may be able to participate in certain school activities. Grants are available to support participation in the overseas visits and exchange programme and are administered in such a way as to make it possible for all students to participate in the Year 7 visit and one other visit. Such grants depend on funds being available.

The award of any further grants to participate in subsequent visits will be considered after the above commitments have been met and if sufficient funds are available. This policy supports the school's special character. However, grants are also available for other enrichment activities. A key principle is that grants be targeted at those in greatest need.

All grant applications are to be considered in the light of the parents' financial circumstances. Documentary evidence relating to the current tax year will be required when the application form is returned if any of the following eligible benefits are being claimed:

- Free school meals
- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, (provided you're not also entitled to Working Tax Credit), and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Applications for each pupil are to be considered separately, without reference to the number of children in the same family for whom grants have been awarded in the past.

- A deposit of £25 must be paid on application for a grant to secure a place on the visit. This sum will be non-returnable unless the application is unsuccessful and the pupil is unable to take part in the visit.
- If a partial grant is awarded, the parent must complete and sign an acceptance of the terms of the grant together with a payment plan if appropriate.
- All grants will be given due consideration by the Headteachers.

#### Pupil Premium and 16-19 Bursaries

Central government makes additional funds available from time to time for specific purposes. At the moment the following additional monies are available;

1. Pupil Premium Grant is allocated to the school for each child known to have been eligible for free school meals in the past six years. These monies may be allocated by the school to support their general educational provision as well as to support enrichment activities.
2. Post-16 Bursaries are available to those in the sixth form from low income families and are issued subject to satisfactory attendance

### **13. HOME TO SCHOOL TRANSPORT**

The full cost of daily home transport is the responsibility of the parents and there are no subsidies or hardship arrangements available for this activity.