

# LONDON NAUTICAL SCHOOL

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Charging and Remission Policy  
2014



## **CHANGE CONTROL**

<b><u>Date</u></b>	<b><u>Issue</u></b>	<b><u>Details of change</u></b>
<b><u>09/2012</u></b>	<b><u>1</u></b>	<b><u>Initial release</u></b>
<b><u>02/2015</u></b>	<b><u>2</u></b>	<b><u>Updated to include PP and 6<sup>th</sup> Form Bursary information</u></b>

## **AUTHORISATION**

**Approved at Full Governors' Meeting on \_\_\_\_\_**

**Signed:**

**Chair of Governors**

**Date:**

# **Charging and Remission Policy**

## **Introduction**

The policy of the governors of The London Nautical School is to provide free education for all attending pupils. This policy is implemented within the letter of the law and also embracing the spirit of it. The governing body has, therefore, set up a charging and remissions policy for certain activities in school. It will be reviewed from time to time.

## **Outline**

Where visits are arranged either as an integral part of a particular syllabus or to enhance pupils' learning experience, parents may be asked to contribute towards the cost. Legislation states that a pupil should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the Headteacher or School Business Manager for exemption from such contributions. However, we hope that parents will realise that if insufficient funds are received, the visit may not be viable.

We believe that a school should give pupils as many varied learning experiences as possible and we shall do our utmost to ensure that all pupils have the opportunity to benefit from such experiences. For other activities such as music tuition, field visits, concert and theatre visits, the attached Appendix 1 indicates where charges will be made. This also includes examination fees for specific cases.

Parents who are in receipt of the following benefits are exempt from paying charges for the board and lodging element of residential activities during school hours or that are related to the delivery of the curriculum.

- Income Support
- Income-based Jobseeker's Allowance
- Any support under part 6 of the Immigration and Asylum Act 1999
- Child tax credit, provided that working tax credit is not also received, or the family's income assessed by HM Revenue and Customs does not exceed the current HMRC value.
- The guarantee element of State Pension Credit
- An income related employment and support allowance.

The school will also consider using Pupil Premium funding to support eligible students for this element of any charge. Furthermore the school will aim to assist students eligible for Pupil Premium funding and/or Post 16 Bursary funding with the cost of voluntary contributions for other optional extras.

### Chargeable Activities

1. Individual Instrumental music tuition that is over and above the National Curriculum, and/or approved examination syllabus
  - A charge will be made per lesson. This will be reviewed periodically. Parents in receipt of certain benefits could be eligible for a reduction of fees.
2. Activities outside the school day, not related to statutory duties
  - Charges will be made.
3. Board and lodging on residential visits
  - Parents will be charged, except in cases of statutory remission where families receive benefits
4. Re-scrutiny of exam results
  - Charges may be made
5. Entry for examination for which pupils have not been prepared by school
  - Charges will be made
6. Recovery of wasted examination fees
  - Charges will be made
7. Educational visits and field trips
  - Parents will be asked for a voluntary contribution
8. Damage resulting from a student's carelessness or intent
  - Parents will be asked to make a contribution towards any repairs or replacement
9. Loan of books, materials or equipment for examination courses for personal use by student
  - Parents will be asked to pay a deposit at the start of the course which will be refunded on return of books. If parents wish their son/daughter to own any items then full charges will be made.
10. Out of hours child care such as breakfast or after school club
  - Charges will be made

This list is not exhaustive and may be added to or amended as appropriate.

All cases will be considered individually.