

Statement of Policy

CHARGING AND REMISSIONS

[Reviewed and agreed by the Governors on 19th June 2007 and 21st April 2010]

Statement of Aims

a) Rationale

The College is required by statute to have and maintain a policy on charging and remissions. The policy is intended to be a clear statement of the circumstances in which the College will charge for an activity and when it will meet charges otherwise levied on students.

b) Objectives

To ensure a fair and equitable charging policy across the whole College and to ensure that The College's financial resources are appropriately and fairly allocated.

1. Education during College hours

- 1.1 Save as set out below, education provided wholly or mainly during College hours will be free. "College hours" does not include the mid-day break.
- 1.2 Charges will be made for the board and lodging element of residential trips. Remission from board and lodging charges is available to families in receipt of family credit or income support, on production of proof of eligibility.
- 1.3 Any activity wholly or mainly in College hours, other than that required specifically by the syllabus for a public examination, or to fulfil a statutory duty relating to the National Curriculum may be charged for. Remission is available free of charge to those in receipt of family credit or income support. Voluntary contributions towards the cost of the activity may be invited and the College reserves the right to cancel the activity if insufficient funds are available.
- 1.4 In certain circumstances the provision of a trip in College time may be entrusted to a third party, for example a tour operator. The College will be responsible for advising parents/carers on the adequacy of the arrangements made by the third party to secure the safety and welfare of the students. Where the trip is not educational or supervised by the College, a charge can be levied directly to the parents/carers by the third party.
- 1.5 Tuition in playing any musical instrument, where the tuition is provided either individually or in groups, will be charged for. Likewise the hire of instruments provided through the County Music Agency or elsewhere will be charged for.
- 1.6 In accordance with the law, parents/carers will not be required to supply any books, materials or other equipment for use in College hours. Parents/carers will be requested to help with the provision of basic items listed in the College Prospectus.
- 1.7 Parents/carers will be requested to contribute towards the cost of ingredients and/or materials for use in home economics, art or technology on a voluntary basis. Where the parent has contributed, the parents/carers or the student will own the finished product, save where an examination board retains the finished product.
- 1.8 Where any College trip is likely to necessitate the use of supply cover, this must be included in the cost of the trip and departments debited accordingly. Similarly where insurance costs are to be covered by the County Insurance the rate for the trip should be costed in and debited accordingly.

2. Education and Activities outside College hours

- 2.1 Any activity taking place outside College hours that is required specifically by the syllabus for a public examination or to fulfil a statutory duty relating to the National Curriculum cannot be charged for except for the board and lodging element of residential trips. Remission from board and lodging charges is available to families in receipt of family credit or income support on production of proof of eligibility.
- 2.2 Charges may be made for out-of-College trips on the basis of parental willingness to pay for these 'optional extras'. No remission is available for these trips. The College reserves the right to cancel these trips if insufficient funds are available.
- 2.3 Where any school trip is likely to necessitate the use of supply cover this must be included in the costs and departments debited accordingly. Similarly where insurance costs are to be covered by the County Insurance, the rate for the trip must be costed and departments debited accordingly.

3. Education and Activities Partly Within College Hours

- 3.1 Where the education or activity falls partly within College hours and is non-residential, it will be treated as being within College hours if the majority of the time spent on the education or activity falls within College hours. Time spent travelling will never be deemed to fall within College hours.

4. Public Examinations

- 4.1 Except as is set out below, no charges can be made for entering a student for a prescribed public examination, nor for materials required for the examination.
- 4.2 The cost of re-scrutinising an examination will be passed on to the parents, if the parent has requested that the examination paper is re-marked. If the school requests re-marking the cost will not be passed to the parent. If a grade increases due to re-marking there is no charge.
- 4.3 Where there are educational reasons for a student not to be entered or where parents request that he/she should not be entered the Governors, on advice from the Principal, will inform the parents/carers in writing so that the parents/carers have the opportunity to comment on the decision. An appeal can be made to the Secretary of State if it is felt that Governors acted unreasonably. Parents/carers will be required to pay for the examination entry fee and any other associated costs if they insist the student be entered against educational advice.
- 4.4 Where the Governors agree to enter a student for an examination for which he/she has not been prepared by the College (eg. where the student has been prepared for the examination outside the College or a re-sit with no additional preparation by the College) (known as a "private candidate") the full cost will be passed on to the parents/carers.
- 4.5 If a student already entered, fails without good reason to complete the examination requirements (eg. failing to complete course work or failing to attend the examination), the parents/carers will be charged the full fee for entry. A parent/carer wishing to show "good reason" will need to provide evidence in support of that reason, such as a medical certificate or evidence of illness..
- 4.6 Entry costs and administration fees for normal subject entries will be met in full by the College, however, where a parent/carer insists on a change of subject, specification, examination body or level against the recommendations of the subject department, any additional entry fees and administration costs will be passed in full to the parents/carers. Charges for Post Results Services, that is Enquiries About Results (EAR) or return of marked examination scripts, will only be met by the College when the service is requested by the College. Charges for Post Result Services requested by the student and/or their parent/carer will be passed to the parents and must be paid in full prior to the application.
- 4.7 Any re-sit of an examination will be charged.

5. Breakages and damages

- 5.1 Parents/carers will be expected to pay for any breakages or damages caused by their son's/daughter's irresponsible behaviour. They may also be charged for any lost, damaged or defaced text books or other College equipment.

6. Minibus

- 6.1 The mini-bus is only hired out to drivers who hold the Cambridgeshire County Council mini-bus qualification.
- 6.2 The current rate is 48p per kilometre.
- 6.3 The policy on charges is currently under review by the Bursar.