



# Laurence Jackson School

A Specialist Sports College



## Charging and Remissions Policy 2016

**This Policy Is Currently Under Review**

**Under Review**

## **INFORMATION FOR PARENTS**

This policy reflects the advice received from the Local Education Authority. Parents who believe they may be eligible for financial support for travel costs should contact the School Transport Unit on 01642 776926. Application forms for Free School Meals are available from the main school office.

Where a student is eligible for Free School Meals the school will give consideration to subsidising the cost to allow the student access to the full curriculum. Parents should telephone the school on 01287 63636 and speak to their child's Year Leader in the first instance.

### **Curriculum Costs**

#### **Technology Faculty**

Lower School

- A contribution is requested each year for Textiles and Resistant Materials work. Students are expected to provide their own ingredients for some Food Technology lessons. Ingredients are provided for experimental lessons.

Upper School

- Materials are provided in Design Technology (Resistant Materials and Manufacturing). Students are expected to provide their own materials and ingredients in Textiles and Food Technology. Materials and ingredients are provided for experimental lessons.

#### **PE Fixtures**

Students are representing the school and as such are only asked for a small contribution towards travel costs currently £1 per fixture.

#### **KS4 Drama – Performance (Option)**

Each student will be required to take part in two theatre visits to enable completion of the written paper. Parents will be requested to make a financial contribution towards this element of the course.

#### **KS4 Hairdressing/Beauty/Construction**

Redcar and Cleveland College Courses (Option)

- Each student and their parents will be required to sign a contract giving various undertakings and agreeing to repay the college fees should the student be asked to leave the course because of behaviour or attendance issues.

## **Enrichment Days**

From September 2014 students will no longer be asked for a contribution towards these events.

No subsidy will be considered for any educational visits abroad.

## **Public Examinations**

### Re-scrutiny of Public Examination Results

- If a student receives an unexpected result and believes that one of their exams should have been graded higher, they are advised to speak to their subject teacher in the first instance. If they are within 1-3 marks of the next grade boundary, we recommend that they apply for a remark but the school will pay 50% of the cost. (If eligible for free school meals, school will pay the full amount). Should the scrutiny lead to an increase in grade, the cost will be refunded to the school and the parental contribution returned.
- If they are within 4-5 marks of the next grade boundary, we recommend that they consider applying for a remark of their paper at their own expense.

### Re-sitting of Prescribed Public Examinations

- If they are outside 5 marks, but parents insist on a re-sit, the parents must meet the actual cost of the examination fee, unless there were medical reasons for the student not sitting the examination originally.

### Other Public Examinations

- If a student, with parental agreement, is entered for a public examination not on the prescribed list, this is treated as an 'optional extra' and the actual cost of the examination fee must be met by the parents.

### Entry tiers for Prescribed Public Examinations

- Where parents insist on their child being entered for an examination at a tier higher than that recommended by the teacher the actual cost of the examination fee must be met by the parents.

## **Recovery of Wasted Examination fees**

If students fail 'without good reason' to complete the examination requirements for any public examination for which the school has, or is liable to pay the examination fees, the actual cost of the examination fee will be recovered from the parents.

Failure to complete the examination requirements includes failure to complete necessary coursework and / or failure to attend a component of the final written examination. Where a student is absent through illness on the day of a written examination, the parents must provide a medical certificate.

Parents who fail to pay the examination fees invoice will be asked to attend a meeting with SLT.

## **Activities outside the main curriculum**

These are defined as 'Education provided for registered pupils wholly or mainly outside school hours'. In general there is no funding for such activities and parents who wish their child to participate will be required to meet the costs in full. The cost of such activities can include an appropriate element for:

- a) a student's travel costs
- b) a student's board and lodging costs
- c) materials, books, instruments or other equipment as required by the activity
- d) entrance fees to, for example, museums, castles and theatres
- e) insurance costs
- f) non-teaching staff costs

Parents will be asked to pay costs in full prior to the activity. For activities with a significant charge payment will be by instalments. For parents suffering financial hardship the amount of such instalments can be negotiated on an individual basis with the teacher in charge.

### **Lower School Activities Day**

- Alton Towers
- Year 11 Prom

All students are asked to pay the full cost of the above trips.

### **Specialism – Sport and PE**

Bursaries will be granted to students for regional and national representation to a maximum amount of £50.

### **Charity Events**

Non uniform days – a 'suggested' contribution of £1.00, with subtle, confidential and compassionate application.

### **Music Tuition**

GCSE students only - if their parents are struggling financially tuition fees will be considered for payment from the School Concert Fund (funds raised by the Music Department). If any students recommended for free tuition are on Free School Meals/Pupil Premium, this will be discussed with relevant SLT contact to see if student meets criteria for paying tuition fees from this funding.

### **Breakages, loss and damage**

If there is clear evidence that a student has damaged school property through inappropriate behaviour (e.g. broken a window) or defaced, damaged or lost educational equipment (e.g. a textbook) belonging to the school, the parents will be requested to make a contribution towards the actual replacement costs involved.

## **Other costs**

The School / LA will consider on their merit any written requests for remission of costs associated with the education of children that are submitted by their parents. It cannot be guaranteed that any remissions can be made.

## **Information for Governors**

Governors make an important contribution to the school much of which is voluntary. The school will meet the cost of courses or other training related to their work as a governor.

**Date of policy approval:** **Summer 2014**

**Review period:** Under Review