 HOLYPORT COLLEGE	Charging and Remissions Policy	
	Effective Date: 01 September 2024	Version No: v1.8

Title	Charging and Remissions Policy
Person responsible for policy formulation, implementation and maintenance	Bursar
Persons consulted	Bursar GFC
Created on	12 May 2014
Revised version adopted	June 24
Date of future review	June 25


REVISION STATUS TABLE

Revision No	Effective Date	Summary of Revision	Reviewed by	Date	Approved by
v1.0	12 May 2014	New Policy	SLT	12.05.2014	SLT
V1.1	14 June 2015	Revision of original policy	SLT	14.06.2015	SLT
V1.2	1 November 2016	Policy review	SLT	01.11.2016	SLT
V1.3	22 February 2017	Policy review	SLT	22.02.2017	SLT
V1.4	26 April 2019	Policy review	SLT	26.04.2019	SLT
V1.5	11 November 2021	Policy review	Bursar	2.2.21	FGB
V1.6	10 November 2022	Policy review	GFC	10.11.22/1.12.22	GFC/FGB
V1.7	09 November 2023	Policy review	GFC	9.11.23/30.11.23	GFC/FGB
V1.8	01 September 2024	Policy review	GFC	17.11.24/27.06.24	GFC/FGB

Introduction

1. This document details the College's policy on charging fees and remissions thereon, and lists the circumstances that would attract such charges. It takes account of sections 449-462 of the Education Act 1996 which relate to charging and remissions.

Charges will NOT be made for:

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- education provided for registered pupils during school hours
- special education provision specified in a statement of special education needs
- transport provided during school hours which is incidental to education provision
- provision of books, materials or other equipment for use in connection with education provided within the curriculum and during school hours (unless the child's parent wishes him/her to own them and the charge is no more than the actual cost).

Fees for Boarding and Extended day


2. All boarding fees are payable by parents of boarding pupils under the terms of the College Boarding Agreement. The Boarding Agreement also outlines the terms of notice required should a boarder leave the College. Parents/Carers pay a specified deposit when accepting a boarding place and this is credited against the final term's boarding fees.
3. Parents/Carers will be sent a termly invoice. Failure to pay the invoice at the date specified in the boarding agreement by the end of a term may result in a pupil being removed from roll. Under the terms of the Pupil Registration Regulations 2006 (as amended), a pupil should be removed from roll at the end of the term in which fees are due should the fees remain unpaid. This will be communicated to Local Authority. The College may make an interest charge of 4 per cent per annum above the base rate of Barclays Bank Plc from time to time, calculated daily on overdue amounts. Where the Governing Body is required to take legal action for the recovery of fees, all charges associated with this action will be passed onto the parent(s)/carer(s) concerned.
4. Fees are payable by the parent(s)/carer(s) of day pupils who chose to stay beyond the 5.00pm end of the school day. Failure to pay fees that are owed may result in the facility be withdrawn and pupils will have to leave at 5.00pm along with other day pupils.

Day Pupils

- 5a. Sitting down to a meal with friends and staff is an integral part of the school day. Midmorning and afternoon snacks will be provided for all pupils, as well as lunch. There is a charge for this which is reviewed on an annual basis. Pupils in receipt of free school meals do not pay for this provision.
- 5b. Where additional meals such as breakfast or supper are taken, parents/carers will be charged at the published rate.
- 5c. The College facilitates a home to school bus service, which is chargeable to parents/carers at cost, payable termly in advance. The exact fees will be reviewed on an annual basis.

Other Charges

6. The college may facilitate the collection for fees for boarding, home to school transport, school lunches, visits and trips and other matters, using a payment portal and/or a direct debit facility. The amount charged to parents/carers for this may include a small administration fee to cover the cost of collecting the payment, which will be no more than 2% of the total cost of the item.

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- The cost of an iPad will be charged on joining the College. This is the actual cost that the College purchases the iPad for from a third party supplier. These are used for teaching the curriculum across the year groups and are currently a requirement for years 7 to years 11. Pupils will own the iPad and on leaving the College, the iPad will be cleaned of data and remain in the ownership of the pupil/parent.

Annual Review of Fees and Charges

- Governors will undertake an annual review of all fees. Changes to fees will be notified to parent(s)/carer(s) before the start of the Summer Term each year prior to the implementation of any changes in September of that year. Fees can be reviewed and changed during the year and this would be communicated with a term's notice.

Trips and Visits, including Residential Trips


- Where the trip or visit is directly linked to the curriculum there will be no transport charge payable. If the trip or visit is non-curriculum based the full cost of the trip (which will be no more than the total cost to the College) will fall to parent(s)/carer(s) of pupils attending the trip. Payments for Trips and Visits must be made in advance of the trip or visit otherwise the pupil will not be allowed to attend. Assistance may be available for pupils with the cost of trips and visits under certain circumstances. Queries regarding such assistance should be directed to the Bursar.

Music Tuition and other activities

- Parent(s)/Carer(s) will be charged for costs associated with individual tuition (e.g. musical instrument) and this will be by arrangement with the tutor. By exception the College may support such tuition through bursaries. Lessons provided as part of the syllabus for a prescribed public examination or as part of the taught teaching curriculum shall be exempt from such charges. Occasionally pupils will be offered opportunities to take part in or attend other non-curriculum activities such as LAMDA (drama) at a cost to them which will be advertised in advance of their attendance. Where the pupil signs up to such an activity, default on payment will revert to the parent/carer.

Examination Fees

- The College will pay the entry fee for any examination at the end of any course for which a pupil is accepted and taught at the College within the curriculum.
- If a pupil wishes to enter an examination before the end of a course or at a time other than that usually used for modular assessment, then the full cost of this will be payable by the pupil's parent(s)/carer(s).
- If a pupil wishes to retake an examination or a modular examination, then the charge for this will fall to the parent(s)/carer(s). Parent(s)/Carer(s) will be notified in advance of the level of the charge and a date by which the fee must be paid. Failure to pay the fee by this date will result in the pupil not being entered for the examination retake.

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14. If a pupil, without good reason, fails to complete the examination requirements, such as attending a modular or final examination or handing in coursework, then the examination fee may be charged to the pupils' parents(s) / carer(s).
15. The cost of entering Music or LAMDA Graded Examinations will be payable by the pupil's parent(s)/carer(s).
16. The cost of entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside school hours will be payable by the pupil's parent(s)/carer(s).

Damage to and loss of College Property

17. The cost of repairing/replacing any damage to College buildings, property, books or equipment caused by a pupil (other than fair wear and tear) are payable and will be charged to the pupil's parent(s)/carer(s). Parents(s)/Carer(s) will also be charged the full cost of replacement of any text books that are not handed back to the appropriate member of staff at the end of a period of study as requested.

Project Materials

18. Where pupils consume materials over and above the level which the College would be reasonably expected to provide, the College reserves the right to levy a charge against the pupils concerned on the agreement that ownership of the item will pass to the pupil.

Work Experience


19. In accordance with the Education Reform Act 1988, the Governors expect that the travel costs from home to place of work are met by parents when pupils are on work experience placements.

Remission

20. Pupils who are entitled to free school meals will not be charged for the lunchtime meal at the College. Parent(s)/carer(s) may be in receipt of other allowances that may allow them to reduce/offset their fee liability. Further advice should be sought from the Bursar in this respect.
21. Financial assistance may be available to pupils entitled to the Pupil Premium. This may be used as deemed appropriate by the Head ~~Master~~.
22. Parent(s)/Carer(s) may apply for a refund of consumable items where the College was given 30 days' notice of absence by the parent(s)/carer(s). Where 30 days' notice of absence is not given, parent(s)/carer(s) may apply for remission of consumables for any period of absence after the first 30 days absence.

Arrears

23. Where parent(s)/carer(s) have fee arrears owing to the College, the College reserves the right to withdraw the availability of all paid extras including trips to the relevant pupil(s) until such arrears are cleared or an alternative formal arrangement is made in writing with the Bursar.

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Note: the latest guidance from the Department for Education for Schools on Charging for School Activities is dated May 2018.