

IVYBRIDGE COMMUNITY COLLEGE

CHARGING AND REMISSIONS POLICY

Governor responsible:	Michael Saltern, Chair of Governors
Principal:	Rachel Hutchinson
Deputy Principal:	Gill Taylor
Contact details:	icc@ivybridge.devon.sch.uk
This policy will be reviewed by the College Governing Board: 2019-20	

Mission Statement

"Ivybridge Community College aims to provide an integrated, comprehensive curriculum in an environment where the whole learning experience is one of opportunity, endeavour, achievement and excellence."

Introduction

The purpose of the Policy is to ensure that there is clarity over those items that the College will provide free of charge and for those items where there may be a charge.

Definition

The College day is defined as 8.55am – 1.25pm and 2.25pm – 3.30pm. The midday break does not form part of the College day.

Responsibilities

The Principal will ensure that staff are familiar with and correctly apply the Policy. The Trustees/Governors will review the policy annually.

Policy statement

During the College day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take students between the College and the activity. It excludes charges made for teaching an individual student or groups of up to four students to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), we will make a charge.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but the student was not prepared for it at this College.
- The examination is not on the set list but we arrange for the student to take it.
- A student fails without good reason to complete the requirements of any public examination where the Governing Body or the LA originally paid or agreed to pay the entry fee.

Senior member of staff responsible for this Policy: H Hamley

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Voluntary contributions may be sought for activities during the College day, which entail additional costs (for example field trips) and for additional material costs (for example GCSE project work). In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-College based organisation such as a visiting Drama group or storyteller to arrange an activity during the College day. Such organisations may wish to charge parents, who may, if they wish, ask the Principal to agree to their child being absent for that period.

Optional activities outside of the College day

We may charge for optional, extra activities provided outside of the College day, for example theatre visits. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

Education partly during the College day

If a non-residential activity happens partly inside the College day and partly outside it, there will be no charge if most of the time to be spent on the activity falls within the College day. Conversely, if the bigger proportion of time spent falls outside of the normal College day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential and Other Trips

Charges will be made for board and lodging, except for students whose parents are in receipt of eligible benefits.

Other charges will be made to cover costs reasonably associated with the trip including and without limitation, staff cover costs, transport, entrance fees, insurance and administration costs.

Transport to School

We may offer bus services for students outside the catchment area who are not eligible for bus transport through Devon County Council. The school will charge for the bus service based on the actual cost. Parents may apply to be considered for a hardship allowance where they are in receipt of eligible benefits.

Music Tuition

In cases of hardship the Principal and/or his delegated officer will consider in their absolute discretion the remission of fees (either in full or in part) for those students who they consider will benefit from such tuition.

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Calculating charges

When charges are made for any activity, whether during or outside the College day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the College and/or charges to parents.

Eligible benefits

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (providing that Working Tax Credit is not also received) with an annual income, assessed by the Inland Revenue, that does not exceed £16,190

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