

IVYBRIDGE COMMUNITY COLLEGE

CHARGING AND REMISSIONS POLICY

Governor responsible:	Michael Saltern, Chair of Governors
Principal:	Rachel Hutchinson
Business Accountant WeST :	Katie Wright
Contact details:	icc@ivybridge.devon.sch.uk
This policy will be reviewed by the College Governing Board: September 2022	

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 – 3.15pm. The two thirty-minute breaks do 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/Business Accountant will review the policy annually.

Policy statement

In general, education is provided free of charge but as permitted by the Educational Reform Act 1988, the College Policy provides for charges in the following areas:

Exams

To recover the cost of the entry fee for a public examination where the student fails, without good reason, to meet any examination requirement for that syllabus, the College is required to examine each case where examination requirements have not been completed and to make a charge to parents to recover the cost of all entry fees, except where there was good reason for the student's default. The College will determine whether or not there has been a good reason for the student to fail to complete the examination requirements in circumstances influencing the behaviour of the individual student. Such unavoidable circumstances could arise, for instance, as a result of ill health on the part of the student or unavoidable family commitment such as that resulting from bereavement. The College will also pass on the cost of entering a student for a public examination where he or she has not been prepared by the College.

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Music Tuition

Where staff of the Instrumental Music Tuition provide instrumental tuition or other activities out of College hours, a charge per student will be made for these activities. The income generated will be used to increase the availability of such activities.

Additional Materials

For materials used in College, where parents/carers indicate in advance that they or the student wishes to own the finished article incorporating those materials, the College will set a charge equal to the cost of materials in such cases, or make a charge "in kind" by requiring parents/carers to provide raw materials. Where a cash charge is made the income generated will be used by the College for the purchase of the raw materials in question, or to offset the expense previously incurred in their purchase.

Residentials and Other Trips

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

For staff 'cover' costs, travel, board and lodging on a residential trip, the College is required to make such charges to recover but not exceed the actual costs in question.

Optional activities outside of the College day

For education provided outside College hours or as an optional extra there should be prior agreement of parents/carers. The charge will be determined on the basis of the cost of the individual (rather than shared where any remission applies). As appropriate the cost will include an element for travel, board and lodging, materials, books, instruments and other equipment, non-teaching staff costs and teaching staff costs (where a teacher or instructor has been engaged specifically to provide the activity), entry fees to museums, castles, theatres, etc. and insurance 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.

Eligible benefits

The Policy provides for possible remission of charges in the following circumstances:

- a) For board and lodging charges on a residential trip in respect of students whose parents/carers are in receipt of Universal Credit, where the residential trip

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concerned takes place during school hours or where it forms part of the syllabus for a prescribed public examination or part of the National Curriculum.

- b) Partial remission for charges made for the Instrumental Music Tuition, as outlined in the paragraph above, may be made, where parents/carers are in receipt of Universal Credit.