

Kings International College for Business & the Arts

Charging and Remissions Policy

Summary

The Governing Body recognises the valuable contribution that the wide range of educational activities, including clubs, trips and residential experiences can make towards students' personal and social education. It aims to promote and provide such activities both as part of a broad and balanced curriculum for the students and as additional optional activities.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities and services organised by the college in accordance with the Education Reform Act 1988.

- College journeys in the college hours: transport and any board and lodging elements.
- Activities outside college hours: the full cost to each student of activities deemed to be 'optional extras' taking place outside college hours where parents of students have agreed the activity in advance.
- Individual instrumental tuition: in accordance with the Surrey County Council policy.
- Charging in kind: for the cost of materials, ingredients, equipment (or the provision of them by parents) provided the parents have indicated in advance that they wish to own the finished product. This will apply in particular to Food Technology/Textiles, Design Technology and Art but may in special circumstances apply to other subjects.
- Examination Fees: a) where a student has not been prepared for a prescribed public examination by the college as well as for non-prescribed examinations whether or not prepared by the college. b) if a student fails without good reason to complete the examination requirements for any public examination for which the college has paid or is liable to pay an entrance fee. c) if students request an examination resit the college will charge the cost of the examination together with an appropriate administration charge.
- Breakages or damage to college premises/equipment: for damage as a result of a student's behaviour
- College administration: in cases where college staff are involved in support activities outside the normal course of their duties, the college reserves the right to charge a suitable levy.

Voluntary Contributions

To seek voluntary contributions from parents so that activities during college hours, for which charges may no longer be made, can continue. Such voluntary contributions may relate to activities within or outside college hours but the following conditions will apply:

- there will be no obligation to contribute
- students will not be treated differently if parents do not contribute
- an initial letter will be sent to parents, outlining the activity and costs
- if costs cannot be met by contributions (with any approved subsidy/remission costs) the activity may be cancelled.

Work Experience

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

Remissions

Where the parents of a student are in receipt of income support or family credit, full costs for board and lodging for any residential activity will be remitted:

- where the activity occurs within college hours
- where it forms part of a syllabus for a prescribed public examination, for the National Curriculum or for regulations relating to Religious Education whether within or outside college hours.

Parents will be informed that the Head of College can be consulted in complete confidence in cases of financial hardship. The Head of College will be able to waive payment.

Charging and Remissions Policy Annex

Policy Aims

The aims of Kings International College's Charging and Remissions Policy are to ensure:

- Students have access to the free education to which they are legally entitled;
- Activities offered wholly or mainly during college hours are available to all students regardless of their parents' ability or willingness to help meet the cost;
- All students have the opportunity to take part in activities that are offered wholly or mainly outside college hours regardless of their parents' ability or willingness to help meet the cost;
- Kings International College has a procedure in place to recover any cost it pays for which it is lawfully entitled to be reimbursed by students, parents or others;
- A channel exists through which voluntary contributions from students, parents and others may be requested.

Definitions

- **College hours** are defined for Kings International College as Monday to Friday (excl Thursday), term-time only from 8:40 to 13:05 and then from 13:50 to 15:35. On Thursday the College Hours are from 8:55 to 13:05 and then from 13:50 to 15:35.
- Where an activity takes place partly during college hours, the **50% rule** is applied to determine whether it is deemed to be inside or outside college hours.
- **"No charge"** activities are those that take place during college hours (with the exceptions noted below), or outside college hours but are required in the syllabus for prescribed public examinations, or are part of the national curriculum, or part of the statutory religious education.
- An **"optional extra"** is defined as an activity that does not fall into the "no charge" category (*Education Reform Act 1988*). The cost of optional extras can include an element for:
 - Travel
 - Board and Lodging
 - Materials, books, instruments and other equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance

The costs cannot include the cost of:

- Accompanying teaching staff;
- Teachers who were involved in organisation of the activity unless they were specifically engaged to provide that service (e.g. a tennis coach).

Apart from the provision regarding instrumental tuition, no educational activity that is provided by the LA or College during college hours can be an "optional extra".

- **Voluntary contributions** may be in time and resources as well as cash.

Basic Principles

- The law governing this policy is contained in:
 - *The Education Act 1996*: sections 402, 450-458, 460
 - *The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999*

- *The Education (Schools and Further Education) Regulations 1981*
 - *The Education (Prescribed Public Examinations) Regulations 1989*
 - *The Education Reform Act 1988.*
- The Governing Body of Kings International College has delegated to the Head of College the right to apply this policy within the day-to-day management of the College.
 - Charges may be remitted in certain circumstances.
 - Education for registered students in maintained schools should be free if it:
 - Takes place in school hours (not counting midday break);
 - Is outside school hours but is required in the syllabus for prescribed public examinations, or is part of the national curriculum, or part of the statutory religious education.
 - The College may charge for musical instrumental tuition for individual students or students in groups of up to four whether or not the activity takes place in college time.
 - The charging policy need not be the same as the LA's policy as long as it meets the requirements of the law.
 - **Voluntary contributions.** Parents and others may be invited to make voluntary contributions towards any part of the College's work.
 - **Optional extras.** Charges may be made for activities that are provided wholly or mainly outside college hours, as long as these are optional extras.
 - Board and lodging on any residential course may be charged for in all cases.
 - No charge should be higher than the actual cost to the college.
 - Parents may be asked to pay for losses or breakages if these are as a result of a student's behaviour.
 - Details of this Policy are conveyed to parents and other interested parties through the College Prospectus, and through literature given to students when a chargeable activity is being organised.

A. The College has a Right to Charge for:

1. Board and lodging on all residential trips, except as noted below under Remission of Charges.
2. Individual and group tuition (up to four in a group) for musical instruments, except where this is provided as part of the national curriculum or a prescribed public examination.
3. Vocal tuition provided mainly outside College hours.
4. Non-prescribed examinations for which the College has not prepared the student, such as where he or she:
 - Has received private tuition;
 - Is re-sitting an examination for which the College has provided no additional preparation.
5. Adult or other non-school education provided on College premises whether or not during the College Day.
6. Materials, or require the student to provide materials, for any subject area where:
 - The finished article is to belong to the student;
 - It is portable (i.e. it can be taken away with him or her);
 - The parents have indicated in advance a wish for their child to own the product.
7. The provision of a uniform.
8. Transport provided for students attending activities organised by non-LA bodies.
9. Any of the following, payable by parents:
 - Wasted examination fees where a student fails to fulfil the examination requirements of a public examination without a good reason. (A “good reason” is defined by the College on the merits of each case);
 - Charges for optional extras for which they had agreed to pay beforehand. However, parents will be given the opportunity to opt out of an optional extra activity where the student no longer intends to participate, subject to the College recovering costs it is obliged to pay where it relied on that contribution in order to confirm that the activity will go ahead;
 - Board and lodging, except as noted under Remission of Charges.

These are ultimately recoverable as civil debts.

10. Losses or breakages arising from student behaviour.

B. Remission of Charges

There will be complete remission of board and lodging charges on a residential visit in respect of students who receive Free School Meals, so long as the residential visit falls within the “no charge” category defined above.

The Head of College has the authority to remit other charges in individual circumstances where a student qualifies for Free School Meals. Otherwise remission will be at the discretion of the Governing Body.

Should the remission of charges place an undue burden on College funds, the Head of College will decide whether the activity should be cancelled, or if a request for voluntary contributions is to be made.

C. The College may Not Charge for:

1. Admission to the College.
2. Education where it is to fulfil:

- Any requirement in the syllabus for a prescribed public examination (including individual instrumental tuition);
- Statutory duties relating to the national curriculum (including individual instrumental tuition);
- Statutory duties relating to religious education.

This applies whether or not the activity occurs outside college hours

3. The cost levied by outside persons or bodies (such as a visiting speaker, theatre group and agencies used for work experience) for activities that take place during college hours. The outside person/body is able to levy charges directly on the students or their parents, but the College cannot benefit from or otherwise take part in the transaction.
4. Essential protective clothing such as safety goggles.
5. The transport of students between school sites where education is to be provided by Kings International College or another LA body.
6. Public examinations for which the College has prepared the student. This includes the provision of materials required by the syllabus.
7. Losses or breakages not arising from student behaviour.
8. Board and lodging in respect of students whose families receive income support or family credit where the trip falls under the “no charge” category.

None of the foregoing prevents the College requesting Voluntary Contributions to cover these costs

D. The College is Not obliged to provide:

1. Transport to activities that are not being provided by Kings International College or another LA body, which may have been sanctioned as an acceptable off-site event by the College. These include travel to:
 - Sporting activities;
 - Work experience venues;
 - Orchestral concerts.
2. Entry to more than one examination where the College’s preparation of a student could lead to more than one examination. Where the College, the student or the parents choose to sit subsequent examinations, the deciding body will pay the cost of these.

E. Voluntary Contributions

These can be in the form of time and resources as well as cash, and can be requested by the College for any purpose but will only be used for the purpose specified in the request for them.

No one is obliged to contribute, and the College has an obligation to make that clear to all potential contributors.

The College must also make clear that no student whose parents do not make a contribution will be treated differently on that account. However, it may also be made clear to parents at the planning stage of an activity that the activity may be cancelled if insufficient help from parents is given. Any decision to cancel will be made by the Head of College.

Subject to the provisions in **A9** above, parents shall be given the ability to cancel any voluntary contribution they make. This will also be made clear to them at the planning stage.