Bradford Girls' Grammar School

Charging and Remissions Policy

Aspire – Succeed – Lead

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1. Introduction

The policy of the governors of Bradford Girls' Grammar School is to provide free education for all attending pupils. The governing body has, therefore, set up a charging and remissions policy for certain activities in school, which will be reviewed on an annual basis.

2. Aims

Bradford Girls' Grammar School aims to ensure that students can access the school curriculum without charge, extracurricular activities are charged at cost and that non-school business does not have any detrimental effect on the school budget. Additional income generated from external sources is utilised to enhance education provision.
Responsibility for the day-to-day implementation of the policy has been delegated to the Academy Business Leader.

3. Outline

Where visits are arranged either as an integral part of a particular specification or to enhance pupils' learning experience, parents will be asked to contribute towards the cost. However, legislation states that a pupil should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the Headteacher for exemption from such contributions. However, it is hoped that parents will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming.
There may be occasions when an external organisation arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided, but permission for children's absence must be sought from the school.
We believe that a school should give pupils as many varied learning experiences as possible. We shall do our utmost to ensure that all our pupils have the opportunity to benefit from such experiences. For other activities such as music tuition, field trips, concert and theatre visits, the table below indicates the charges that will be made. It also covers charges related to examination fees in specific cases.

4. Charges for Educational Visits and Field Trips

Children who are registered for and claiming free school meals are exempt from paying charges for mandatory Educational Visits and Field Trips. However, most trips are optional (extra-curricular) and therefore the cost of the trip will be sought from parents.

The governors will review this policy on an annual basis. The overall policy of the Governing Body is to operate a trustworthy and transparent system.

In order to remove financial barriers for disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This policy sets out the circumstances in which such charges will be waived.

Activity	Comment
Individual Instrumental music tuition that is over and above the National Curriculum, and/or an approved examination specification.	A charge will be made per lesson via the visiting music teacher. Parents in receipt of certain benefits may be eligible for a reduction of fees. Any examination fees are paid by parents.
Lunches	Charges will be levied from Y7 where a pupil is not in receipt of Free School Meals
Transport to Work Experience	Parents will pay directly (except statemented pupils where the statement refers to transport).
Activities outside school time not related to statutory duties.	Charges will be levied. Periodically reviewable.
Transport	Charges will be levied except in cases of statutory remission where families receive benefits
Additional scrutiny of exam results.	Parents to pay all charges.
Exam entry for prescribed exam for which pupils have not been prepared by school.	Parents to pay all charges.
Entry for an exam which is not on prescribed list where	A charge will levied

preparation takes place outside school hours	
Educational visits and field trips.	Parents will be asked to make voluntary contribution.
Lettings	Letting Charges will be reviewed on an annual basis.
Damage or removal of school property.	Charges will be levied.
Damaged or lost curricular books	Charges will be levied at replacement cost.
Extra-Curricular Activities	Where applicable charges levied.
Out of School Clubs	Charges will be levied. Periodically reviewable.

5. Families qualifying for remission or help with charges

The criteria for qualification for remission are those of Free School Meal eligibility and apply to parents in receipt of:

- Universal Credit and your household income after tax is less than £7,400 per year (not including any benefits you get)
- Child Tax Credit, as long as you are not getting Working Tax Credit and have an annual income of less than £16,190
- Income-related Employment and Support Allowance
- Income Support
- Income-based Jobseeker's Allowance
- The guarantee part of Pension Credit
- Asylum seeker support.

Additional categories of parents may claim help with some costs in the following circumstances:

Parents who have:

- Specific individual circumstances that have caused temporary hardship
- Recently moved into hardship but not yet receiving the benefits
- Made a specific request to the Headteacher for any other justifiable reason

Remission is at the Academy Business Leader's discretion under these circumstances based on any evidence provided.

6. Additional Considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We have established a system for parents to pay in instalments for trips deemed to be high cost. This cost being over £250.