

Junior College Charging and Remissions Policy

1. Aim

Junior Colleges recognise the valuable contribution that the wide range of additional activities, including clubs, College trips, residentials and experiences of other environments, can make towards a student's all-round educational experience and their personal and social development. (Throughout this policy, the term "parent/carer" means all those having parental responsibility for a student.)

2. Purpose of the policy

To clarify the position on charging for activities and equipment.

3. Charging

The EKC Junior Colleges wish to see the curriculum enriched as far as possible for the benefit of all students. It recognises that whatever public funds are made available they will never be sufficient to fund all desirable activities at the required level. All Junior Colleges, therefore, reserve the right to make a charge in the following circumstances for activities organised for students:

- College trips and residentials in college time: the board and lodging element of the residential experience and outdoor pursuit courses
- Activities outside college hours: the full cost for each student of journeys, trips, and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras
- Acts of vandalism and negligence: the college reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student

4. Remissions

Where a student is in receipt of Pupil Premium Funding, the college will cover a percentage of cost of board and lodging for any residential activity that is organised for the student, and which takes place within college time. This will also be the case where the residential activity forms part of the syllabus for a public examination. The college may remit charges in full or in part to other parent/carers after considering other specific hardship cases. The college invites parent/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Head of Junior College will authorise remission in consultation with the relevant college senior leadership team.

5. Insurance

Any insurance costs will be included in charges made for trips or activities.

6. Voluntary contributions

Nothing in this policy statement precludes the college from inviting parent/carers to make voluntary contributions. However, the EKC Group is very clear that any such contributions are voluntary; that children of parent/carers who do not contribute will not be discriminated against. If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

7. Procedure

Procedures to support this policy are appended.

8. Monitoring, Evaluation and Review

The Head of Junior College will be identified to lead on the implementation of the policy. This individual will monitor the effectiveness of this policy and procedures and where necessary, make recommendations to the Director of Education Improvement.

Appendix 1

Procedure

1. Parental/Carer Letters

The following should be taken into account in respect of letters to parent/carers informing them of the activity.

- The wording should be adapted to suit but the spirit must be preserved. A copy of the letter should be available when the risk assessment is submitted for approval.
- A second version of all letters should be created which details Pupil Premium funded costs and reduced rates for those relevant families. In these situations, all letters should be posted/emailed directly to parents/carers to ensure family confidentiality around financial support.

2. Charges

The college makes no charge for:

- lessons
- textbooks and equipment
- entries to public examinations
- activities, which are essential to the curriculum and take place within school hours
- essential protective clothing and equipment

However, students should be provided with basic equipment for writing, clothing for physical education. Financial assistance may be available for students receiving Pupil premium funding, please ask the Head of Junior College.

Parental/carers contributions will be requested for some activities, which are not essential to the curriculum, or which take place partly outside school hours. Wherever possible no student will be excluded from such activity if his/her parent/carers are unable to contribute. However, if sufficient contributions have not been made to cover the minimum costs of an activity, then the activity may have to be cancelled.

No charge will be levied for catering ingredients, but parents/carers should be aware that whilst foods/recipes produced by the students on the catering programme would generally be released for them to take home in some instances, they may be contributed for sale in the refectory and/or restaurant.

If damage is caused to college property by bad behaviour, the parent/carers will be asked to make a donation to cover the cost of repair or replacement.