



**Wac Arts**  
College

## **Charging and Remissions Policy**

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# Contents

<b>Admissions</b>	<b>3</b>
<b>College meals</b>	<b>3</b>
<b>Public examinations</b>	<b>3</b>
<b>Activities that take place during college hours</b>	<b>3</b>
<b>Activities that take place outside of college hours</b>	<b>3</b>
<b>Activities that take place partly during college hours either on or off site</b>	<b>4</b>
<b>Residential activities</b>	<b>4</b>
<b>Music tuition within college hours</b>	<b>5</b>
<b>Extended services</b>	<b>5</b>
<b>Damage to property and breakages</b>	<b>5</b>
<b>Remissions and concessions</b>	<b>6</b>
<b>Voluntary contributions</b>	<b>6</b>
<b>Inability or unwillingness to pay</b>	<b>6</b>

## 1. Admissions

There is no charge for admissions.

## 2. College meals

There is no charge for students who are entitled to free college meals. Students who are not entitled to free college meals will be charged a set amount £8 per week.

## 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the college's set examinations list where students have been prepared for the examinations by the college.

For private candidates, please refer to our Private Candidates Policy.

## 4. Activities that take place during college hours

**(This does not include the break in the middle of the college day).**

There is no charge for activities during college hours.

There is no charge for transport during college hours to college-organised activities.

**We may charge for:**

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)

## 5. Activities that take place outside of college hours

**(Non-residential)**

There is no charge for activities that take place outside of college hours when they are:

- part of the set curriculum,
- part of the syllabus for a public examination that the student is being prepared for by the college

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. In no circumstances

will there be an element of subsidy required for any students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The college will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## 6. Activities that take place *partly* during college hours either on or off site

Where the majority of a non-residential activity takes place during college hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of college hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from college accompanying students on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## 7. Residential activities

**Our college will not charge for:**

- education provided on any visit that takes place during college hours
- education provided on any visit that takes place outside college hours if it is part of our curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the college,
- supply teachers to cover for those teachers who are absent from college accompanying students on a residential visit
- travel costs where the residential activity is classed as being within college hours

- residential activities that take place during college hours.

**Our college will charge for:**

**Travel**

Travel charges may apply when the residential activity takes place outside of college hours. The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.

**Activities**

The college may charge for residential activities that fall **outside** of college hours (**see section 5**).

## 8. Music tuition within college hours

Wac Arts College follows government legislation that states that all education provided during college hours must be free; however, individual music lessons are an exception to this rule.

## 9. Extended services

Wac Arts College is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our college to provide:

- high-quality learning opportunities either side of the college day
- ways of intervening early when students are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing student engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of students.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## 10. Damage to property and breakages

Where college property has been wilfully or recklessly damaged by a student the college may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the college has been charged, the college may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Principal and dependent on the situation.

## **11. Remissions and concessions**

The college will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Students of families who receive these payments are also entitled to free college meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Principal and chair of governors will authorise the remission of charges.

The college may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be determined by the governing body and Principal.

## **12. Voluntary contributions**

Wac Arts College may ask for voluntary contributions to the college for general funds and/or to fund activities that will enrich our students' education. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the college. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the college will in no way pressure parents to make a contribution.

## **13. Inability or unwillingness to pay**

Wac Arts College is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.