

ANNEX 4

THE AUTHORITY'S CURRENT POLICY IN RELATION TO
CHARGING FOR AND REMISSION OF SCHOOL
ACTIVITIES

1. Statement of the Education Service Charging Policy

i. Charging in kind

If the parents of pupils confirm in advance on a voluntary basis that they wish to own their children's finished products arising from pupils' participation in practical work, the actual costs of the ingredients and materials used should be met by the parents.

ii. "Optional Extras"

These are defined as "education provided for registered pupils wholly or mainly outside school hours". The Education Service does not intend to fund directly "optional extras". Provided parents confirm in advance that they wish their children to take part in "optional extras", the actual costs of participation incurred by each pupil should be met by the parents. The costs can include an appropriate element for:-

- a pupil's travel costs;
- a pupil's board and lodging costs;
- materials, books, instruments and other equipment;
- non-teaching staff costs;
- entrance fees to, for example, museums, castles and theatres;
- insurance costs

Where parents have agreed in advance to pay these charges, but fail to do so, action should be taken to recover the sums due as a civil debt from the parents.

iii. Educational Visits Abroad

The Education Service will not fund the costs of board and lodging, transport and incidental expenses incurred by pupils participating in educational visits abroad, which take place both in term time and in school holidays. The actual charges involved should be met by the parents who should, therefore, be requested on a voluntary basis to confirm in advance that they wish their children to participate in the particular educational visit abroad and that they will pay the actual costs incurred.

iv. Public Examinations

(a) Re-scrutiny of Public Examination Results

Where parents make a specific request that their children's public examination results should be re-scrutinised, any costs incurred in the re-scrutiny should be met in full by the parents.

(b) Double Entries for Prescribed Public Examinations

Where parents insist on a double entry for a prescribed public examination in the same subject, the actual cost of the entry fee for one examination should be met by the parents.

(c) Re-sitting of Prescribed Public Examinations

Where no further preparation has been provided for a pupil to re-sit a prescribed public examination, the actual cost of the examination entry fee must be met by the parents.

(d) Other Public Examinations

If a pupil, with parental agreement, is entered for a public examination, other than one on the prescribed list, the examination entry should be considered as an "optional extra". The actual cost of the examination entry fee should be met by the parents in these circumstances.

(e) Recovery of Wasted Public Examination Fees

If pupils fail, "without good reason", to complete their examination requirements for any public examination for which the governing body or the local authority has paid, or is liable to pay, examination entry fees, the actual cost of fees should be recovered from the parents concerned. Failure to complete the examination requirements might include failure to complete the necessary coursework and/or failure to sit the final examination(s).

v. Breakages and Fines

If there is clear evidence that pupils have damaged school property (e.g. broken a window) or defaced, damaged or lost educational equipment (e.g. a textbook) belonging to the school, the parents should be requested to meet the actual replacement costs involved.

vi. Instrumental Music and Vocal Tuition

Where instrumental music tuition, vocal tuition and/or any other music related activity is provided outside the normal school day parents will be asked to make a contribution towards the cost of the provision. The costs will be determined and revised by the Music Service and a remission policy will be operated.

2. Statement Of The Education Service's Remissions Policy

i. Cost of Instrumental Music Tuition and Vocal Tuition

The remission in full of the cost of music or vocal tuition to pupils who participate in out-of-school music centre activities and whose parents' main source of income is either:

- (a) income support; or
- (b) income based job seekers allowance; or
- (c) who are in receipt of family credit

ii. Board and Lodging Charges at the Authority's Residential Centre

The remission in full of the board and lodging charges to pupils who participate in residential visits at Carlton, Lanehead or Stainsacre residential centres and whose parents' main source of income is either:

- (a) income support; or
- (b) job seekers allowance; or
- (c) incapacity benefit; or
- (d) who are in receipt of family credit

iii. Other Costs

The Education Service will consider on their merit any written applications for remission of costs associated with the education of children which are submitted by their parents; however, it cannot be guaranteed that any remissions can be made.