

Safeguarding Statement

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality & Diversity Statement

Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school community to model this in their behaviour and relationships.

CHARGING & REMISSIONS POLICY

This policy has been formulated in accordance with Section 33 of the Academy’s Funding Agreement with the Secretary of State which requires the Governing Body of the Academy Trust to determine the charging and remissions policies required to address Section 457 of The Education Act 1996 and the School Admissions Code which is part of the Education and Skills Act 2008. In line with the legislation we may ask for voluntary contributions for activities where compulsory charging is not permitted. Where voluntary contributions are insufficient to fund a given activity or visit, then it must be cancelled.

CHARGING POLICY

Compulsory charging is permitted for the following:

- The full costs of board and lodging on residential visits (not to exceed the cost)
- The full costs associated with individual or group tuition in the playing of a musical instrument, whether in or out of school time, provided the teaching is not an essential part of either the National Curriculum or a public examination syllabus
- The full costs of activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or Religious Education
- The full costs of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside school hours
- The full costs of resits of prescribed public examinations where no further preparation has been provided by the school
- The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student
- The costs of ingredients or materials for practical subjects where the parents have indicated in advance a wish to own the finished product
- The full cost of breakages and replacements as a result of damages caused wilfully or negligently by students. This includes the costs of replacing any books or equipment provided by the school.

Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for students.

REMISSIONS POLICY

Remission of charges from schools to parents in receipt of Income Support or Child Tax Credit (provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the threshold) will be allowed for the following:

- Income – based Jobseeker’s Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed State Pension
- Or an income related credit
- Or an entitlement to free school meals for their child

For the above, the following remissions are prescribed:

- The full costs of board and lodging on residential visits in school time

- The full costs of board and lodging on residential visits outside school time which are covered by the following criteria:
The education is provided:
 - a) To fulfil any requirements specified in the syllabus for a prescribed public examination
 - b) Specifically to fulfil statutory duties relating to the National Curriculum imposed by Section 10 (i) of the 1988 Act employment and supported allowance (introduced in October 2008)
 - c) Specifically to fulfil statutory duties relating to Religious Education imposed by Section 10 (i) of the 1988 Act
- The costs associated with individual tuition of the playing of a musical instrument, whether in or out of school hours
- The costs of individual instrumental music tuition will also be remitted where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum
- The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student will be remitted should the student gain a pass grade in the said examination

Individual Cases of Financial Difficulty

In other circumstances, there may be cases of family hardship which will make it difficult for students to take part in particular activities for which a charge is made. Requests for financial assistance should be made in writing to the Headteacher upon receipt of the letter outlining the details of the activity, or as soon as parents / carers are aware that an activity is to take place. A form is available electronically for such requests.

- The Headteacher may be able to agree flexible, extended payment terms
- Parents / carers may be able to ask for assistance from the Hardship fund which operates independently from other funds.
- Parents in receipt of the above benefits will be considered as first priority for assistance
- In most cases parents / carers will be asked to bear a proportion of the cost
- All cases will be treated individually and in confidence.

Where an issue arises that is not specifically dealt with within this policy, decisions will be made which are in line with the spirit of the policy and relevant legislation. The Governors wish to continue to offer students as wide a range of opportunities as possible and hope that parents will, where possible, look sympathetically on requests for voluntary contributions.

To be reviewed 4 yearly
Reviewed: February 2018
Approved by Governors: February 2018
Next Review Date: February 2022