

# Anglo European School



## Charging and Remissions Policy

<b>Ratified by:</b>	Full Governing Body
<b>Date:</b>	9 <sup>th</sup> July 2025
<b>Review:</b>	Annual
<b>Statutory</b>	

# **ANGLO EUROPEAN SCHOOL**

## **CHARGING**

As of 2016, the range of services subject to charging was extended due to reduced central government funding. The school charges for a variety of non-statutory educational activities and invites voluntary contributions from parents. These charges reflect requirements and restrictions imposed by legislation or other statutory guidance. As a general principle, however, no child should be excluded from curricular educational activity as a result of inability to pay (affordability criteria). This will not apply to activities which are optional extras and fall outside the national curriculum provision.

### **1. VISITS AND EXCHANGES**

The school's residential visits and exchange programme is a central tenet to the international life of the school. Grant funding may be available to support families in need (see Grant Aid for Students, below) to support participation in this programme.

Visits (day or residential) will not be offered on a first-come-first served basis, but payment deadlines must be adhered to, otherwise it is likely the child may not be able to participate.

The accounts for the visits programme (and School Private Fund) are subject to an external audit and will be examined by the Governing Body each year. In calculating the costs of each visit, allowance will be made for administration, equipment, services, insurance, contingency and development costs.

### **2. MUSIC TUITION**

Individual music tuition will be charged as this provision is provided by Essex Music Services externally and will only be provided at the request of parents. In addition to any support the school provides for those eligible for FSMs, Essex Music Services (who provide the school's peripatetic music programme) offer a voucher scheme for disadvantaged students.

### **4. SPORT**

Students will not be charged a match fee to cover the cost of transport to matches. This activity is subsidised by the School Private Fund. Students taking part in the PSG extracurricular programme make payment directly to the academy. PSG Academy may provide scholarships to those who show elite sporting ability.

## **5. EXAMINATIONS**

For students currently on roll at Anglo European School, entry fees for public examinations will be met by the school. In circumstances whereby the school decides it is not appropriate for a child to be entered for an examination, the child can still be entered, provided the costs are met by the child's parents. The cost of examination remarks and resits must be met by the student or their parents, unless the school specifically requests a remark or resit in which case the school will meet the cost. Students in the Sixth Form who have 80% or below attendance, or who do not complete the course requirements will meet with the Headteacher to discuss withdrawal. Students may still enter the exam at parents' request and expense. A copy of the Examinations Policy is available on request.

## **6. COUNSELLING**

We have two counsellors who work on site. This is externally provided by private counsellors and is charged to the parents directly. They charge the school per hour for staff and students supported by the Pupil Premium Grant, where the school agrees this support is necessary and for no more than 6 sessions. This work can also be supported by the Student Welfare Fund.

## **7. WORK EXPERIENCE**

The school continues to ensure that all Year 10 students and Lower Sixth students undertake work experience as part of their education at the Anglo European School including work experience exchanges. Where this programme involves additional costs to the school, such as the use of external placement providers, administration or health and safety checks – a charge will be made to cover these costs. Overseas placements and placements involving access to our own database of employer contacts will incur a higher charge.

The school will inform parents/carers in advance of any charges related to work experience.

Where parents/carers are unable to pay and are in receipt of Free School Meals and Pupil Premium Grant, the school will cover this charge.

## **8. STUDY CLUB**

This service is free to all students, but the school reserves the right to request donations from parents to support this work. Extended day services such as breakfast services, after-school activities and supervised study clubs may be chargeable should funds not be available to subsidise this.

## **9. ENRICHMENT & OTHER ACTIVITIES**

The school may charge for any enrichment activities that are non-statutory, extra-curricular activities. The school will invite voluntary contributions for any other activities. Educational visits will be offered to students with costs met through voluntary contributions. However, all such visits are optional and depend upon the willingness of parents to meet the cost of the visits. Other optional enrichment visits will be offered, which, due to their recreational status, will require full payment for students to take part. The school will apply external funding streams such as Turing Fund and MEP to support wider enrichment and subsidise visits where these opportunities exist.

Board, lodging and transport for residential or international visits are chargeable to parents.

## **10. Resources**

If a parent or student wishes to own equipment, materials or books normally provided by the school, they will be advised regarding suppliers and costs. In some cases, the school may be able to sell items, where cost efficiencies can be met by doing so, in which case the costs of the item will be passed on.

## **11. LOCKERS**

Lockers are also available for rental. Rent is charged at a set rate for 5 years (main school) and 2 years (Sixth Form). In certain circumstances, the cost can be paid annually. Replacements for lost keys are chargeable.

## **12. GRANTS**

The school allocates a proportion of funds to enable it to provide partial grants to individual students so that they may be able to participate in certain school activities. Grants are available to support participation in the international visits programme and are administered in such a way as to make it more possible for all students to participate in the Year 7 visit as a minimum. Further grants depend on funds being available.

The award of any further grants to participate in subsequent visits will be considered after the above commitments have been met and if sufficient funds are available. This policy supports the school's special ethos. A key principle is that grants be targeted at those in greatest need.

All grant applications are to be considered in the light of the parents' financial circumstances. Documentary evidence relating to the current tax year will be required when the application form is returned if any of the following eligible benefits are being claimed:

- Free school meals
- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit), and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (depending on household income)

Applications for each pupil are to be considered separately, without reference to the number of children in the same family for whom grants have been awarded in the past.

- A deposit of £50 must be paid on application for a grant to secure a place on the visit. This sum will be non-returnable unless the application is unsuccessful, and the pupil is unable to take part in the visit.
- Where a partial grant is awarded, the parent must complete and sign an acceptance of the terms of the grant together with a payment plan if appropriate.
- All grants will be given due consideration by the Headteacher.

### **Pupil Premium Grant and 16-19 Bursaries**

The central government makes additional funds available for specific purposes. Currently, the following additional monies are available;

1. The Pupil Premium Grant is allocated to the school for each child known to have been eligible for free school meals. These monies may be allocated by the school to support their general educational provision as well as to support enrichment activities.
2. 16-19 bursaries are available to those in the Sixth Form from low-income families and are issued subject to satisfactory attendance and set criteria.

### **13. TRANSPORT**

The full cost of daily home transport is the responsibility of the parents, and there are no subsidies or hardship arrangements available for this activity.