



# Charging and Remissions Policy

## 2016-2017

<b>Governor Lead:</b>	<b>Finance Committee</b>
<b>Nominated Lead Member of Staff:</b>	<b>Headmaster</b>
<b>Status &amp; Review Cycle:</b>	<b>Statutory (Annual Review)</b>
<b>Last Review Date:</b>	<b>August 2016</b>
<b>Next Review Date:</b>	<b>August 2017</b>

### Principles

The school will aim to provide a broad and balanced education for its pupils for which no charges will be made.

The Governing Body recognises the valuable contribution that the wide range of activities including clubs, out of school trips and experiences of other environments, can make towards pupils' all round educational experience and their personal and social development.

In this policy the word 'parent' is taken to also mean a pupil's official carer/guardian

In certain circumstances, charges may be made or contribution to costs asked for. The school will be clear about when it expects charges to be made. These are set out below:

Charges will not be made for:

- Admission to the school
- Education that takes place during normal school hours (but see below)
- Activities relating specifically to the school curriculum
- Entrance fees for prescribed examinations

- The first re-sit examination where the student has been attending specific re-sit lessons in a specific GCSE subject
- Where there are a large number of candidates with results that are unsatisfactory in a specific subject, and the Headmaster supports the request, the school will pay for an appeal
- Transport costs during school hours (but see 'voluntary contributions')
- School equipment, materials, facilities, etc.
- Activities or visits taking place wholly, or mainly, during school hours (i.e. at least 50% during school time)

Charges may be made for:

- Optional extra activities which take place wholly or mainly outside school hours (i.e. at least 50% outside school time) and which are based on parental choice
- Optional extra activities which take place within the school's enrichment programme that may require specific equipment for the sole use of the pupil.
- Individual music tuition (instrumental and vocal) for which there is a parental agreement and where it does not form part of the curriculum or part of the syllabus for a prescribed examination
- Wilful or careless damage to school property, equipment or furniture
- Lost or damaged text or exercise books
- Materials or ingredients for subjects such as DT and Food Technology where it is reasonable for the parent or pupil to own the finished product (payment could be in kind eg bringing in the relevant materials)
- the recovery of examination fees where the student fails, without good reason/medical certificate, to complete the examination requirements for any public examination for which the school has paid an entry fee
- Examinations for which a pupil has not been prepared in school or during school hours
- Examination entries where there is a request from the parent for additional subject entries to be made which are not supported by the school
- Where amendments to examination entries are necessary after the deadline rule (NB. The Examinations Officer is responsible for any administration necessary to prevent a similar recurrence)
- Board and lodgings on visits in or out of school hours.
- Re-sits for 'A' Level/'AS' modules
- Individual appeals by one candidate to the Board based on parental requests - payment must be made before the appeal is lodged

Charges for visits outside school hours (i.e. more than 50% of the time) can include:

- Travel costs
- Board and lodgings
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres, castles, etc
- Insurance costs

In certain circumstances, there is no charge for board and camp lodgings where parents are in receipt of income support or family credit. An example might be if the school visit hosts do not charge such pupils. These 'out of school' visits are not a matter for Governors' financial control; they come within the control of the Headmaster and the organising staff.

### **Remission of charges**

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headmaster will authorise remission in consultation with the Chair of Governors.

### **Voluntary contributions**

These may be requested for any activity, whether during or outside Academy hours, residential or non-residential.

- There is no restriction placed on the use which can be made of such contributions.
- There will be no obligation to contribute.
- Pupils will not be treated differently according to whether or not their parents have contributed.
- If an activity/visit etc. cannot be funded without certain voluntary contribution and if these indicated contributions are not forthcoming, the activity/visit might not take place.

This policy will be kept under review and parents will be informed in writing of any changes as and when they are made.