

## **Charging and Remissions**

### **PREAMBLE**

The Governors endorse the principles contained in the 1988 Education Act that no child should have its access to the curriculum limited by charges, and that activities offered in normal teaching time are made available to all pupils regardless of their parents' ability, or willingness, to meet the cost

### **AIMS**

To make a broad programme of school visits and activities accessible to as many pupils as possible.

To establish and maintain a fair, coherent system of charges within the constraints of the school budget.

That any charges made by the school meet the requirements of the Educational Reform Act

### **PROCEDURE**

Other than those specified in the sections below, charges will not normally be made for any activities which form part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.

#### **Practical Subjects**

In practical subjects such as Art, Design and Textiles and Food Technology , parents may be asked for the full or partial cost of materials or ingredients. Parents will be notified by letter or text in these cases.

#### **Transport**

Voluntary contributions may be invited for school visits which form part of the course requirement and which take place mainly within school hours. No child will be excluded because of inability to pay, but the school reserves the right to cancel the trip if the level of contributions does not meet its budgetary requirements.

The school will normally charge for trips which take place outside normal school hours, but consideration will be made to support individuals in receipt of Family benefits.

Board, lodging and travel costs will be charged on residential trips, subject to statutory exceptions.

## **Examinations**

The cost of examination entries for subjects taught within the school will normally be met by the school.

In cases where candidates have failed to meet the school's entry criteria, but still wish to be entered, they may be asked to pay entry fees. In courses involving modular examinations, the school will pay for the first module and will expect candidates to pay for any further attempts.

Where a charge is to be made, prior written confirmation from the parent will be obtained that he/she is willing to pay the charge.

Where a pupil fails without good reason to complete the examination requirements for any public examination for which he/she has been entered and a fee paid, the school will make every effort to recover the fee from the parent.

Re-marks – if a parent requests a re-mark the full amount will be invoiced.

The school will pay for scripts and re-marks which are required for educational purposes.

## **Instrumental Music Tuition**

From September 2013 the school will no longer provide subsidised peripatetic lessons. The school will charge the full cost of instrumental music tuition. Prior written consent will be obtained by the school from parents that they are willing to pay the charge prior to the lessons. Non payment of the invoice within 28 days will result in the cancellation of the lesson until the invoice is paid. There will be no subsidy for any student.

## **Lockers**

The school provides enough lockers for every child to have the use of one during their school career. Lockers are expensive both to purchase and maintain. Students may pay in two ways:

£5 per year while they are in the school.

£25 on entry in Year 7 with £5 returned at the end of Year 11 on return of the locker key.

## **Breakages**

Parents will be asked to pay the cost of any damage (e.g. broken windows, damaged books etc.) where this is a result of the pupil's inappropriate behaviour.

## **Voluntary Contributions**

Parents may be asked to voluntarily provide their children with such items as laboratory coats, craft aprons etc.

## **Collection of Monies**

In cases where charges are to be levied, parents will be advised in advance and monies collected prior to the activity. The school uses parent pay as the only means of collection of money (except by prior agreement). Requests for help from parents on income support or family credit will be considered and assistance provided within the limits of the school's budget. Complete confidentiality will be observed in all such matters. Any insurance costs will be included in charges for trips or activities.

## MONITORING AND REVIEW OF THE POLICY

Staff running activities (eg trips, visits) will be required to produce a balance sheet at the start of the activity outlining income and outgoings to ensure viability.

The Governors Finance Committee will review levels of charges annually and make recommendations for any changes to the full Governing Body.

Committee Responsible: Governors Finance Committee

Date for Review: October 2014

DRAFT

Approved by : Finance Committee November 2013  
Review Date: October 2014