



# CHARGING AND REMISSIONS POLICY

## 1. INTRODUCTION

The Education Reform Act 1988 came into force in April 1989; and introduced new regulations concerning payment for trips and activities, and made it a legal requirement for Local Governors of all schools to approve a charging policy. The Local Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits, residential experiences and enrichment programmes can make towards the academic, personal and social education of students. The Local Governors aim to promote and provide such activities both as part of a broad and balanced curriculum for students of the School as enrichment and as additional optional activities.

## 2. PURPOSE

In order to ensure that correct procedures are followed and no student is excluded from a visit or journey because they cannot afford to pay, a clear charging and remissions policy must be known and understood by all parents/guardians.

## 3. CHARGING POLICY

Local Governors reserve the right to levy charges for the following:

### OPTIONAL EXTRAS

- a. Transport, entrance fees and all other associated costs (including materials, books, instruments or equipment) for trips and visits out of normal School hours which is not:
  - Part of the national curriculum;
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
  - Part of religious education
- b. Cost of residential trips outside normal School hours which fall within the definition of an "optional extra" at 3a. above.

### OTHER ACTIVITIES

- c. Board and lodging for residential trips which provide education that takes place outside school hours which is not an “optional extra”; (subject to any statutory and discretionary remissions (see below));
- d. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- e. Music tuition that is not prescribed as part of the National Curriculum and which is provided at the request of the pupil’s parent Charges will be made for music, instrumental hire and tuition and music examinations. Discounts will be considered for families on income support or who are on FSM. No charge can be made in respect of a pupil who is Looked After by the Local Authority.
- f. [Any extended day services offered to pupils such as breakfast club, after-school clubs, tea or homework sessions]

The consent of parents/guardians and a willingness to meet charges for all optional extras will be sought before any bookings are finalised.

#### ADDITIONAL CHARGES

The local governors reserve the right to levy the following charges as a result of the following:

- g. Damage to, or loss of, School property including premises, furniture, equipment books or materials caused by the actions or inactions of pupils.
- h. Damage to other property by pupils where the School has been charged, for example on residential School trips.
- i. Examination fees where the school has prepared a student for the examination but considers that for educational reasons the student should not be entered.
- j. Wasted examination fees – e.g. failure to attend at the day and time of examination

#### VOLUNTARY CONTRIBUTIONS

Although there is no obligation on any family to pay, the Local Governors reserve the right to request voluntary contributions for the following:

- k. Activities during School hours including visiting theatre groups, day visits and school journeys. The contribution requested will not exceed the cost of the provision as no student should subsidise any other student.
- l. The cost of materials, (or the provision of them by parents/guardians) in certain subjects (e.g. Art and Design and Technology) when there is a finished product and the parent/guardian has indicated in advance that they wish to own the finished product. It will be the responsibility of the parent/guardian to let the school know that they do not wish to own the end product where the request for materials is made.
- m. Other charges for residential trips during School hours not covered above.

Parents are entitled to ask that their child be excused from activities which incur a cost.

#### **4. REMISSIONS POLICY**

Funds to subsidise activities are limited. However, Local Governors will endeavour to ensure that no student is deprived of playing a full part in the life of the School on family economic grounds. Where parents/guardians are in receipt of income support, the Local Governors will endeavour to remit in full, the cost for any residential activity that it organises for the student, if the activity is deemed to take place within School hours, or where it forms part of the National Curriculum. In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity,

the Local Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head.

**Monitoring and Review:** This policy will be reviewed annually by the Head of Finance.

Currently being reviewed