



# 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 Governors of all schools to approve a charging policy. The 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 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

Governors reserve the right to levy charges for the following:

- a. Music tuition that is not prescribed as part of the National Curriculum. 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
- b. Transport, entrance fees and educational fees out of normal School hours. These are termed optional extras. The consent of parents/guardians and a willingness to meet extra charges will be sought before any bookings are finalised.
- c. Damage to or loss of books and or School equipment.
- d. Wilful damage to School property including premises, furniture, equipment books or materials.
- e. Damage to other property where the School has been charged, for example on residential School trips.
- f. Cost of optional residential trips outside normal School hours.
- g. Board and lodging for residential trips within School time.
- h. Examinations resits – there will be a charge for the examination plus an administration levy

- 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
- k. Copies of school policies or inspection reports

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

- a. 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.
- b. 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.
- c. 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, 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 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 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.

**Reviewed and approved by Stone King**

**Checked by Maxine Zeltser**

**Ratified by Governors Finance Committee June 2014**

**Next Review June 2019**