

# Charging and Remissions Policy

<b>Trust Lead:</b>	<b>Directors</b>
<b>Nominated Lead Member of Staff:</b>	<b>Executive Head</b>
<b>Status:</b>	<b>Statutory</b>
<b>Last Review Date:</b>	<b>October 2018</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 contributions 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 an example might be a field trip as part of a pupil's studies.
- Entrance fees for prescribed examinations
- The first re-sit examination where the pupil 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
- School equipment, materials, facilities, etc.

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). In the case of Food Technology, if the pupil forgets the School may provide the ingredients and may levy a charge.
- 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.
- 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

### **Remission of charges**

The Local Governing Body or Headteacher may remit charges in respect of a pupil if they feel it is reasonable to do so. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full.

### **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.

**Other charges**

The Local Governing Body may levy other additional charges which it deems reasonable to cover the cost of providing a service. For example, for providing administrative services or for the Headteacher acting as a referee for a passport application. Details of charges may be provided on application to the School Office.