



CHARGES AND REMISSIONS POLICY

1. Background

The Governing Body (GB) recognise that, as a result of the Education Act 1996, there is no statutory requirement for charges for any form of education or related activity. The purpose of the policy is to ensure that there is clarity over those items that the school will provide free of charge, for those items where voluntary contributions will be sought and those where charges will apply.

2. Charges

2.1. There will normally be no charge for visits in school hours to museums, art galleries, places of historical interest, day field courses and similar study activities. However, it will usually be necessary to ask for voluntary contributions. Voluntary contributions will be sought from parents on an individual trip basis. Pupils will not be excluded where parents are unwilling/unable to make the voluntary contribution.

2.2. For visits that involve overnight stays, such as educational visits, but take place mainly within school time, a voluntary charge will be made for the cost of the following:

- Travel
- Board and lodging
- Materials/books/equipment
- Tuition
- Entrance/fees
- Insurance cover

Such costs will be aggregated and each child will be charged for their individual proportion of the aggregated cost.

2.3 In the event of personal financial hardship e.g. parents are in receipt of benefits such as income support or working families tax credit, or student being eligible for free school meals, the inability to pay will not impact upon any student's curriculum entitlement.

2.4 All exercise books, materials, equipment and instruction in connection with statutory elements of the National Curriculum will be provided without charge.

2.5 Provision for curriculum enriching activities e.g. provision of peripatetic music tuition will be free of charge. If they are delivered after school hours for further opportunity a charge will apply (please see 2.6)

2.6 School hours are defined as the school day with the exception of the morning break and lunch sessions. Extra-curricular activities undertaken after school hours will not be subject to charges in respect of premises, staffing and materials. These charges will be reviewed annually by the Governing Body and SLT.

2.7 Should a pupil require their own musical instrument, this will need to be purchased by the pupil's parents/guardian. Where circumstances justify, the school will seek to arrange for the loan of an instrument during class-based lessons. For cases of hardship where after school tuition or the purchase of instruments is requested by a student, this can be considered as part of fully funded by the school. In these circumstances where the purchase of any instruments is proposed by the school they will be presented to the Governing Body on a case by case basis for approval.

2.8 Parents will be liable for the costs of willful damage and/or financial loss as a result of neglect arising from the actions of pupils.

2.9 An exam entry fee can be charged if:

- the exam is on the set list but the pupil was not prepared for it at school
- the exam is not on the set list but the school arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public exam where the LA originally paid or agreed to pay the entry fee

3. Remissions

3.1 The Governing Body may, subject to sufficient evidence of financial hardship, provide financial support from either school budget or school fund to those parents unable to make the full voluntary contribution. Such requests should be made, in the first instance, to the Head Teacher.

3.2 The Head Teacher will report to Governing Body on an annual basis with regards to the level of remissions made by the school.