



Charging and Remissions Policy

October 2017

All school policies are reviewed by Governors annually

Purpose

To make clear to parents / guardians which charges they may be expected to pay for items and activities.

Principles

No charge will be made for any education provided to fulfil statutory duties relating to the National Curriculum or other compulsory programmes of study or prescribed public examinations, except for the following items:

1. No charge is normally made for books (except on occasion revision guides – not mandatory), materials or equipment used in lessons. Year 7 students will be given an annual student planner free of charge. Year 8 to Year 11 students will be asked to pay a contribution towards the cost of an annual student planner; however, purchase of this planner is optional. Student are asked to pay a contribution to the cost of a replacement general book in case of loss.
2. Parents may be asked each year to make voluntary contributions to the School. Any money raised through this process may be used on capital projects in the school.
3. Free school meals are available to those who are eligible, through an application and approval by the local authority.
4. Students may be asked to provide or pay for materials or ingredients for certain practical subjects such as food technology, where the end product is brought home, or for some school trips.
 - a) Parents will be invited to pay the cost of trips and visits that take place wholly or mainly during the school day or which are required as part of the National Curriculum or other compulsory programmes of study or prescribed public examinations. No student will be excluded from a visit if parents are unable to make this payment for such trips. In these circumstances, parents are invited to contact the school in confidence. The ability of the school to subsidise visits is limited however, and in some cases this may mean that the trip cannot take place. For residential trips that take place mainly during school hours parents will be expected to pay for board and lodging.
 - b) Parents will be charged for the full cost, including any board or lodging, of 'optional extras', when an activity falls wholly or mainly outside school hours and does not form part of the requirements of the National Curriculum or other compulsory programmes of study or prescribed public examinations. Any surplus funds after the visit will be contributed to school income.

- c) The initial letter to parents will make clear the implications for monies already paid if a student withdraws from a trip
- 5. The school will pay entrance fees for approved examinations when the school has prepared the students for that examination during that academic year. This is provided that students attend school regularly and coursework is completed. The school may invoice parents for the examination fee if a student does not attend an examination or fails to complete the examination requirements without good cause. Parents will be expected to pay the cost of any enquiry service into public examination results of individual students. Parents will be expected to pay for re-sits of externally accredited examinations.
- 6. Parents will be expected to pay for transport direct from home to activities arranged or sanctioned by the school as an alternative to attendance at school e.g. work experience.
- 7. Parents will be expected to reimburse the school for loss of, or damage to school property, books, equipment or other resources for which their child is responsible. The school advises, however, that parents ensure that where possible the cost is borne by the child.