

## **CHARGING & REMISSIONS POLICY**

With regard to additional activities organised for students:

### Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips, and residential experiences can make towards students' education. While the Governing Body aims to promote and provide such activities, it recognises that some activities may not take place if they are not supported by parents.

### Charges

The Governing Body reserves the right to make a charge in the following circumstances.

1. The cost to the student for providing individual instrumental tuition.
2. The cost of using public transport between home and work experience.
3. The cost of ingredients and materials when parents have indicated in advance a wish to own the finished product.
4. Optional extras provided wholly or mainly outside school hours.
5. Board or lodging on residential visits where the activity is deemed to take place in school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum or fulfils statutory duties relating to religious education.
6. Checking by an examining body of public examination results at parental request and where the case for checking is not strongly supported by the school.
7. Where a student has not been prepared for a prescribed public examination by the school, the Governing Body will seek reimbursement for the cost of entering the student for the examination and for the incidentals in respect of the examination, as they can for entries for non-prescribed examinations whether or not prepared by the school.
8. If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Governing Body may recover the fee from the parent.
9. The Governing Body may charge for breakages, damage and loss of books, materials, equipment and school fabric and fittings resulting from students' behaviour, taking into account the age and condition of the item which has been broken, damaged or lost and the circumstances involved.

### Note

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for students. 15

### Remissions

1. Where the parent(s) of a student are in receipt of income support or family credit, the Governing Body will remit in full the cost of board and lodging 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 syllabus for a prescribed public examination or the National Curriculum or fulfils statutory duties relating to religious education.
2. Where remission of costs is sought by a parent or carer in connection with foreign travel for the purpose of improving linguistic skills, the school may be able to access funds from the British Council and if so, some cultural trips may be subsidised.