



400 YEARS OF EXCELLENCE

Charging & Remissions Policy

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Policy review date	July 2022
Policy Lead	Matt Botheras
Governor or SLT approval	Governor
Governor Committee responsible for policy	Finance

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, day trips, residential trips and experiences of other environments can make towards students' all round educational experience and their personal and social development. These activities form an important part of the School's ethos but the wide range of activities and visits offered can only continue if parents are prepared to make voluntary contributions to support them.

The policy has been compiled in accordance with advice provided by the Department for Education "Charging for School Activities, May 2018".

Throughout this policy, the term "parents" means all those having parental responsibility for a child.

Charging Policy

Charging will be permitted for the following activities:

1. The full costs of board and lodging on residential visits
2. The full costs associated with individual or small group music tuition, whether in or out of School time. The School will not charge for accompanists for performance elements of GCSE or A Level examinations
3. The full costs of activities which take place wholly or mainly outside of school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to Religious Education
4. The full costs of re-sits of prescribed public examinations, unless the student is re-taking the whole year or re-sitting GCSE English and maths in order to achieve a minimum of a Grade 4 in both as part of their post-16 study at the school
5. The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student:

If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

The school may charge for examination entry fees if the registered student has not been prepared for the examination(s) at the school.

6. If the cost of ingredients or materials for practical subjects has been met by the school and a parent indicates that they wish to keep the finished product, the school may charge for these materials
7. Textbooks for lessons are loaned to students free of charge. If a student wishes to annotate a textbook they should purchase their own copy. In some subjects, optional revision guides are made available to purchase for which a charge is made to parents

8. The costs (full or partial at the school's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the School

Remissions

Where the parent of a student is in receipt of qualifying state benefit(s) or the School is in receipt of Pupil Premium funding for that student, the Governing Body may remit in full or part of the cost of any trip or visit deemed by the school to be part of the curriculum plus the annual Y7 Bude trip. The school may remit charges in full or in part to other parents after considering other specific hardship cases. Parents are invited to apply in writing for the remission of charges in part or in full. Each case will be treated in the strictest confidence and considered on an individual basis and without prejudice.

Voluntary contributions

Nothing in this policy statement precludes the school from inviting parents to make voluntary contributions. Students of parents who do not contribute will not be discriminated against. However, if insufficient contributions are received the activity may be cancelled and this should be made clear from the outset.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.

Additional considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We will offer a system for parents to pay in instalments
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection. When a limited number of places are available on a trip, a ballot will be drawn.