

Statutory Policy: Yes
Required on Website: Yes

Charging and Remissions Policy



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1. **Introduction**

The Governing Body recognise the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards the pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional activities

2. **Charges**

The Governing Body RESERVES THE RIGHT to make a charge in the following circumstances for activities organised by the school:

2.1. **Education During School Hours**

2.1.1 Board and Lodgings

The Board and Lodgings elements of residential activities deemed to take place within school hours.

2.1.2 Individual Instrumental Tuition

The cost to the pupil for providing individual instrumental tuition.

2.1.3 Charging in Kind

The Governing Body may charge for ingredients and materials for some subjects, or require them to be provided, if the parents have indicated in advance that they wish to own the finished product.

2.2. Examination Fees

The Governing Body may make a charge for the cost of entering the pupil for examination where the pupil has not been prepared for the prescribed examination by the school, as they may for entries to non-prescribed examinations whether or not prepared by the school. If the pupil fails, without good reason, to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) any fee, then the Governing Body may recover the fee from the parent.

2.3. Education Outside School Hours

2.3.1 Board and Lodgings

The Board and Lodging elements of activities that are provided:

- a) To fulfil any requirements specified in the syllabus for a prescribed public examination,
- b) Specifically to fulfil statutory duties relating to the National Curriculum, or
- c) Specifically to fulfil statutory duties relating to religious education.

2.3.2 Optional Extras

The full cost of each pupil for activities deemed to be optional extras taking place outside school hours.

2.4. General

2.4.1 Amendments

The Governing Body may from time to time amend the categories of activity for which a charge may be made.

2.4.2 Voluntary Contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contribution towards the cost of providing education for pupils.

3. Remissions

3.1. Income Support and Family Credit

Where the parents of a pupil are in receipt of Income Support or Family Credit, the Governing Body will remit in full the cost of board and lodgings for any residential activity that is organised for the pupil if the activity is deemed to take place during school hours, or where it is provided to fulfil the requirements of a prescribed public examination, the National Curriculum or statutory duties relating to religious education.

3.2. Family Hardship

Where there are cases of family hardship which make it difficult for parents to provide specialist items of uniform and for pupils to take part in particular activities for which a charge is made, the Governing Body may remit all or part of this charge at the discretion of the Head Teacher.