

CHARGING & REMISSIONS POLICY

Updated: October 2015

Review date: October 2017

Charging Policy

The school has adopted the Local Authority's (LA) policy which is to charge students for the following areas of activity as permitted under the Education Act (1996).

Field Studies

- The school may ask for a voluntary contribution toward the costs of day trips or activities designed to enhance the curriculum. This contribution (per student) must not exceed the cost of the trip. All students will be included regardless of ability or preference to pay, but if insufficient contributions are received, the trip may be cancelled.
- Board and lodging on residential visits will be charged unless the parents/carers are in receipt of Income Support or other listed benefits.
- Non Curriculum trips will be charged at the full costs for students.

Music

- Costs associated with individual tuition in playing a musical instrument whether in or out of school hours. Lessons will not commence until termly payment has been received in advance. This can be paid by cheque or through WisePay.
- Students studying GCSE Music currently have instrument tuition incorporated in to their GCSE Music timetabled lessons. Should students wish to have one to one instrumental lessons the school are able to organise this however the cost of such will be passed to the parent/carer.

Exams

- The cost of entering a student for a public examination not prescribed in regulations, and for preparing the student for such an examination outside school hours (except where this examination is part of a sanctioned extra-curricular subject e.g. French after school)
- The cost of re-sits of prescribed public examinations where no further preparation has been provided by the school.
- The cost of entering a student for a second public examination when preparation by the school enables the student to take more than one examination.
- The costs of any scrutiny of examination results if so requested by parents/carers.

Uniform

Uniform is provided by our uniform outlet. Ties are available for purchase at the school's reception; the full cost of these is charged. Uniform is not part of our HCC delegated funding and therefore sales are through the schools fund account. The school may charge an additional sum per item (no more than 5%) to cover administration costs.

Lockers

Parents/Carers who request and are allocated a school locker for their child are charged a fee. A portion of this fee is for the hire of the locker and is non-refundable. A portion of this fee is refundable on return of the locker key.

Minibus

The school may charge if children are transported in the minibus to an extra-curricular activity. However, in the event that a charge is made it will be used to cover the expenses of the trip and not to make a profit.

Damage/Loss

The Headteacher may at his discretion, ask for parent/carer support in passing on any charge for wilful damage to, or loss of, the schools property as a result of that students unreasonable behaviour.

Voluntary Contribution

The Headteacher or Governing Body may ask parents/carers for a voluntary contribution towards the cost of:

- any activity which takes place during school hours,
- school equipment
- school funds generally.
- The sale of Revision Guides by departments to students is permitted at cost.
- The sale of stationery by the resources department to students is permitted at cost.
- The cost of ingredients and materials needed for practical subjects such as Design Technology (including Catering, Food technology, Resistant Materials and Graphics) if parents/carer have indicated, in advance, their wish to own the finish product.

Free School Meals

Free School Meals are granted by the local authority on application. Students in receipt of free school meals are allocated a biometric account loaded with the value of a school meal.

Late claimants for free school meals will only be back dated to a maximum of one half term. Schools receive funding annually based on the October School Census. Therefore despite HCC eligibility backdating claims to the beginning of a term the school can only absorb refunds backdated one half term on written requests. The school will take into consideration any annual holiday or other absences during that period.

Monitoring and Review

This policy is monitored by the Governing Body and will be reviewed every *two years* or earlier if necessary. This policy is available to parents on request.