

Ashfield School



CHARGING AND REMISSIONS POLICY



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School activities

The school complies fully with the LA guidance on charging for school activities & facilities.

School Visits and Excursions

A distinction is made between trips mainly during school hours or as an essential part of the school curriculum and those outside school hours and not essential to the curriculum.

- **Mainly during school hours and / or essential to the curriculum**

The school will ask parents for a voluntary contribution in advance but no student will be disadvantaged by a parent's inability or unwillingness to pay. However, should a number of parents fail to contribute and the costs of the activity cannot be recovered then the activity may be cancelled and contributions returned.

- **Residential courses in school time**

Boarding and lodging costs only.

Parents are required to meet the full cost except for those students with statements specifying residence and those students whose families receive income support / family credit. In these circumstances the LA remissions policy will be applied for any student who lives in Nottinghamshire.

- **Outside school hours and not essential to the curriculum**

Trips of this nature are mainly recreational and should students wish to participate then parents must be willing and able to meet the full costs with the exception of children with statements specifying residence when activities take place during normal residential period.

Balances of less than £2 per student remaining at the end of a trip will not be refunded to students/ parents.

Music Tuition

Individual music tuition may be charged for with prior agreement of parents. A list of charges and services offered is available from the school. Charges will not be made for tuition provided as part of the requirements of a syllabus for a public examination prescribed by the school or for any requirements of the curriculum.

Public Examinations

The school pays all public examination entry fees for students who have been prepared for public examinations by the school and no charge is made for a first re-sit.

Should a student wish to take more than 1 re-sit for any examination then the parent must agree to pay this fee.

Should a student fail to complete the requirements of the examination without good reason (either coursework or final examination) then the fee paid by the school will be reclaimed from the parent.

Sporting Activities

The school covers the cost of students taking part in school matches.

Ingredients / Materials for Practical Subjects

Parents are encouraged to provide material for practical subjects but no student will be disadvantaged because of the parent's inability / reluctance to pay. When necessary the school will cover the cost.

Lost School Equipment, Books etc

Parents may be expected to replace or purchase lost items of school property.

Breakages and Damage to School Buildings, Furniture or Property

Parents are made aware that wilful damage to school buildings or property may be charged by the school to the parent.

Private Telephone Calls

Private calls will be charged at 10p for a local call and full cost for long distance

Private Use of Internet

Internet must only be use for school purposes and the costs are paid by the school.

School meals

The Data Manager is informed in writing by the LA of students entitled to free school meals and also when such entitlement is withdrawn.

The school operates a 'cashless system' for meal payment.

Students and staff have a 6 point fingerprint taken that generates a random number that is unique to them. Money can be added to their unique number either using the machines located in the JLC or by payment e.g. through student services staff.

Safety Equipment for Students and Staff

Personal Protective Equipment is provided as required free of charge.

General Data Protection Regulation

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.