

Charging and Remissions Policy

Ratified by the Governing Body – October 2017

It is the policy of the Governing Body to be firmly committed to the principle of free education and to make no charges for education if it takes place wholly or mainly when the school is actually in session.

- As a general principle the school will provide free of charge materials, books and other equipment for use in connection with education during school hours.
- Transport provided in school hours to carry students between the school and any other place where education is to be provided will be free of charge, except where a student travels to and from a work placement.
- As a general principle the school will provide or pay for any ingredients, materials, equipment needed for practical subjects such as food technology and D & T, except where parents have indicated a wish to own the finished product.
- No charges will be made for education wholly or mainly outside school hours where the education is:
 - ❑ a requirement of a prescribed examination syllabus
 - ❑ a requirement of the National Curriculum.
- No charge will be made to registered students for entry to prescribed public examinations nor for the supply of any books, materials or instruments in connection with the examinations for which students have been entered.

Charging

Provided it is not a requirement of a prescribed examination or of the National Curriculum, the Governing Body will charge for "optional extra" education provided wholly or mainly outside school hours.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet such charges as are made.

Music tuition, whether group or individual, will be chargeable. This is charged directly by the peripatetic teacher

Voluntary Contributions

The Governors may ask for voluntary contributions in support of any school activity whether during or outside school hours, whether residential or non-residential. The terms of any such request will make it clear to parents that there is no obligation to contribute and that students will not be treated differently according to whether or not their parents have made any contribution.

If an activity cannot be funded without voluntary contributions the school, on behalf of the Governors, would explain to parents at the outset that the activity would not take place if parents were reluctant to support it and indicate the contribution per student required to enable the activity to happen.

Public Examinations

It is the policy of the Governing Body that registered students should be entered for each public examination for which that student has been prepared without charge, unless in the opinion of the staff there are exceptional reasons for not entering or the student's parents request that the student should not be entered.

The Governors will exercise their right to recover from a parent the fee for entry to a prescribed public examination if a student fails without good reason to complete the examination requirements for which the student has been entered.

Residential Visits

(for example, school cruise, ski trip, foreign exchanges, geography field trips)

The Governors may make charges for board and lodging whether or not the activity is deemed to have taken place in school hours.

Parents and carers are reminded that the school reserves the right to suspend and withdraw a student's place on a school trip if their behaviour or attendance does not meet the school's expected levels as noted in the attendance and behaviour policies.

The initial deposit and additional payments made towards the trip will not be refunded should a student's place be withdrawn due to behaviour or attendance issues if a full paying replacement is not forthcoming.

Breakages and Damage

The school, on behalf of the Governors, will ask parents for the cost of breakages or damage resulting from students' behaviour.