



## **CHARGING AND REMISSIONS POLICY**

**Reviewed by: Finance & General Purposes Committee**

**Approved: February 2017**

**Next Review Date: September 2019**

## **1 Introduction**

- 1.1 The Trustees recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

## **2 Charging**

- 2.1 The Trustees reserves the right to make a charge in the following circumstances for activities organised by the School:
- i *School trips and residential in school time:* the board and lodging element of the residential experience and outdoor pursuit courses;
  - ii *Activities outside school hours:* the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
  - iii *Materials:* the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
  - iv *Acts of vandalism and negligence:* The Trustees reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
  - v *Examination fees:* if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.

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 Trustees may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the School.

## **3 Remissions**

- 3.1 Where the parent of a student is in receipt of qualifying state benefit(s), the Trustees will remit in full the cost of board and lodging for any

Residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

- 3.2 The Trustees may remit charges in full or in part to other parents after considering other specific hardship cases. The Trustees invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of Trustees.

#### **4 Insurance**

- 4.1 Any insurance costs will be included in charges made for trips or activities.

#### **5 Voluntary contributions**

- 5.1 Nothing in this policy statement precludes the Trustees from inviting parents to make voluntary contributions.

#### **6 Monitoring, Evaluation and Review**

- 6.1 The Trustees 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.