



CHARGES & REMISSIONS POLICY

GOVERNING BODY APPROVAL:
Autumn Term - 19th October 2017

**COMMITTEE WITH RESPONSIBILITY FOR MONITORING
AND REVIEW:**
Finance & Premises Committee

NEXT REVIEW DATE: Autumn 2019

CHARGES

The school will make charges in accordance with the following table:

ACTIVITY OR ITEM(S) WHICH WILL (OR MAY) BE CHARGED FOR	NOTES
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost. Remissions for families will be as set out in the following section on remissions.
<p>The proportionate costs for an individual charge of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:</p> <ul style="list-style-type: none"> ▪ Materials and equipment ▪ Non-teaching staff costs ▪ Entrance fees ▪ Insurance costs <p>In addition the school will seek voluntary contributions towards the cost of travel.</p>	<p>The charge will not exceed the actual cost Remissions for families will be as set out in the following section on remissions.</p> <p>Voluntary contributions will be sought. If insufficient voluntary contributions are received the school reserves the right to cancel the activity</p>
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils
Re-sits for public exams where no further preparation has been provided by the school	Such charge will include the exam entry fee and an additional amount to contribute to the actual additional administrative costs incurred by the school in connection with the re-sit
Breakages and replacements as a result of damages caused wilfully or negligently by pupils	
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them, where a student wants the freedom to be able to retain or use the book to annotate it or where the item is not considered to be an essential or integral part of the National Curriculum programme of study.	<p>Eg. A clay model – a charge to cover the cost of the clay.</p> <p>Remissions for families will be as set out in the following section.</p>
Any other education, transport or examination fee unless charges are specifically prohibited	Remissions for families in some of these circumstances will be as set out in the following section
VOLUNTARY CONTRIBUTIONS	
<p>Where an activity is planned during the school day for which contributions from parents or others would be required, voluntary contributions will be sought. No child will be excluded from such an activity because their parents cannot or will not contribute. The school does however reserve the right to cancel the activity if insufficient voluntary contributions are received. Responsibility for determining the level of contribution is delegated to the Headteacher.</p>	

REMISSIONS

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will, subject to the prudent application of public funding and the schools budgetary constraints, be offered at no charge or a reduced charge to parents in