



Charging and Remissions Policy

The Governors have established the following Charging and Remissions Policy based on advice from the local authority and DfE.

Books and equipment

- It is expected that children will have their own pens, pencils, calculators, etc
- Books and stationery are provided free but Year 12 and 13 (Sixth Form) students who wish to keep a textbook after the end of the course will be asked to pay for it
- Parents of students who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair

Charging for materials

- Parents of students who are on practical courses (eg. Home Economics, Art, etc.) and who wish their children to own the finished product will be charged for the materials used

Activities within the school day or part of an examination course:

- Any payment from parents for these activities is voluntary but if parents are unable or unwilling to contribute, it may be that the activity will not be able to take place. Students will never be treated differently whether or not their parents have made any such payments

Activities outside the school day and not part of an examination course

- For these activities payment is required for students to take part

Residential Visits

- Payment will be required in respect of residential visits taking place mainly outside school time and not required for an examination course
- The governors' policy is not to enter students for examination courses requiring residential study mainly within school time

Public Examinations

- The Headteacher has the delegated responsibility to decide whether students are entered for particular examinations
- The Headteacher has the authority to charge for examination entries in certain circumstances
- The Headteacher is authorised to request payment for wasted examination fees

Music Tuition

- The Headteacher is authorised to charge for music tuition outside normal classroom activities, when permitted

Loss and Damage to School Property

- Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement

There are limited funds available to subsidise visits/activities for whole groups or individuals. These funds are administered through the Heads of Year/Assistant Head/Headteacher.

Member of staff with Lead Responsibility for this policy: Mr D James (Finance & SBM)

Approved: Governing Body

Policy reviewed: March 2017