



Little Heath School

Charging and Remission Policy

Revised 18/09/20/15

**This policy was adopted on 01/11/13
The policy is to be reviewed on 01/11/14**

Signed Chair of governors)

1. Introduction

This charging policy has been approved in accordance with current legislation.

2. School Trips

Day Trips

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

Residential trips – Essential

- For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge may be levied for board and lodging but must not exceed the actual cost of the provision.
- Where the trip takes place, wholly, or mainly, during school hours children whose parents are in receipt of support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:
- A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

Residential trips – Non-essential

- As **Day Trips** above.

3. Examination Entries

- A charge may be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- A charge may be levied in respect of examination entries for pupils where:-
 - The school has prepared the pupil for the examination and
 - It considers that for educational reasons the pupil should not be entered and
 - The pupils parent/guardian wishes the pupil to be entered
- In these circumstances, if the pupil subsequently passes the examination, the school will refund the cost.
- A charge may be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- The charge levied above will be the cost of the examination entry, plus any applicable centre fee.

4. Materials for Art, Craft and Design, and Design and Technology

- A voluntary contribution of £4 per term will be requested for HE ingredients only.

5. Music Tuition

- No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus is being followed by the pupil.

6. Activities Outside School Hours

- No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
- For all other activities outside school hours, a charge up to the cost of the activity may be levied. Holiday club will make a daily charge (which will be agreed by the Governing Body as necessary) per student as a contribution towards staffing and premises costs plus an additional charge to cover the cost of the activity. All clubs request £4 per student per session plus an additional charge to cover the cost of any outside activity.

7. Damage/Loss to Property

- A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- A charge may be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

8. Voluntary Contributions

- As **Day Trips** above.

9. Remissions Policy

- If the parent/guardian of a pupil is in receipt of support payments charges in respect of board and lodging, materials and activities outside school hours will be remitted in full.
- However, if there are insufficient voluntary contributions, the trip may be cancelled.
- The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.