

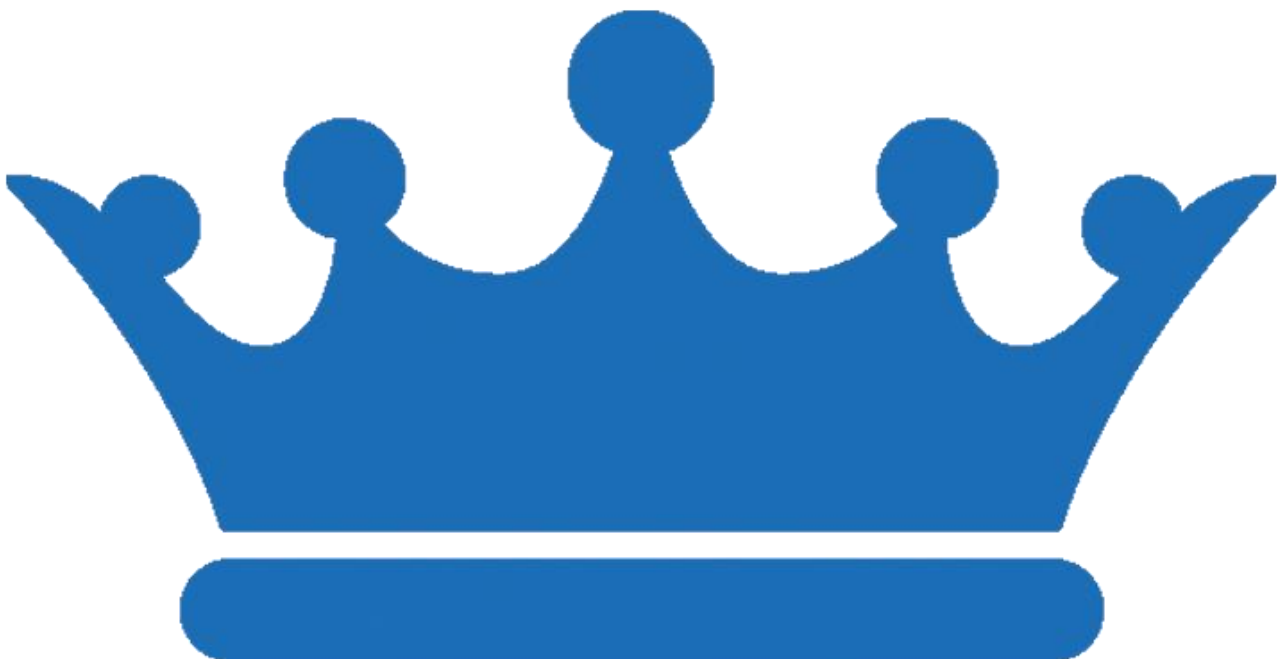


Kingsway Park  
HIGH SCHOOL

# Charging & Remissions Policy

Reviewed Date: September 2019

Review Due: September 2020



## Charging Policy

### Introduction

1. This charging policy has been compiled in line with DfE requirements and in accordance with S449-7462 of the Education Act, 1996.

### School Trips

2. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours which are part of the curriculum.
3. For all other day trips during school hours, a charge up to the cost of the activity will be levied.
4. **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
5. **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
  - a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
  - b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### Examination Entries

6. A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.
7. A charge will be levied in respect of examination entries for students where
  - the school has prepared the student for the examination and it considers that for educational reasons the student should not be entered and
  - the student's parent/carer wishes the student to be entered (or student him/herself when over 18 years old).
8. In these circumstances, if the student subsequently passes the examination, the school may refund the cost.
9. A charge may be levied for students re-sitting an examination.
10. A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
11. The charge levied in 6 - 8 above will be the cost of the examination entry, plus any applicable centre

## **Materials & Textbooks**

12. Where a student or parent/carer wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students can provide their own ingredients, but if the student wishes, the school can provide the ingredients and will levy a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made

Students will be charged for replacement planners

## **Music Tuition**

13. The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student..

## **Activities Outside School Hours**

14. 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.
15. If a student 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.
16. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## **Damage/Loss to Property**

17. A charge will 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.
18. A charge will 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.

## **Voluntary Contributions**

19. 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 parent/carers to make a contribution towards the cost of the trip. Students will not be treated differently according to whether or not their parent/carers have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled

## **Lettings**

20. The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resources sub- committee.

## **Other charges**

21. The Headteacher, Resources Sub-Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report

## **Remissions Policy.**

22. The Headteacher, Resource Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstance