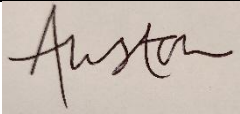


Charging and Remissions

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Signed by Headteacher	
Signed by Chair of Governors	

Introduction

It is the right of every student to receive free education and activities offered wholly or mainly during normal teaching time, regardless of their parents' ability or willingness to help meet the cost. The Governing Body recognises the valuable contribution that the wide range of curricular and extra-curricular activities, including clubs, visits and residential experiences can make towards a student's personal, social and academic development and aims to promote such activities which offer curriculum enrichment both as part of the school's agreed curriculum and also as optional activities.

Whilst recognising that legislation provides schools with the discretion to charge for optional extras provided wholly or mainly out of school hours and to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours, the school will always take particular account of students whose families are suffering financial hardship.

Decisions will be made on educational grounds and the school will endeavour to ensure that any activities which are deemed to take place mainly or wholly in school hours do not disrupt students' education.

Charging

Our school follows the DfE 'Charging for School Activities' departmental guidance (issued May 2018).

Optional Extras

The school may charge for optional extras wherever deemed necessary. The charge will never exceed the actual cost which may be subsidised from school budget. Optional extras may include:

- Purchase of school jumpers be available to purchase from the school
- Education provided that is not part of the national curriculum;
- Any acts of damage to school property

When requesting payment for optional extras the school will notify parents how the charge has been calculated, and who may be eligible for financial support.

Educational Visits

The school will request voluntary contributions towards the cost of educational visits. Where insufficient funds are raised to fund an educational visit, the school reserves the right to cancel the visit. Should the school need to cancel a visit, parents who have made a contribution will be refunded.

Parents will be notified about any educational visit taking place and the request for a voluntary contribution towards the cost of the visit. If a parent is unable or unwilling to pay, their child will still be given an equal chance to attend the visit.

Residential Visits

Charges will be made to parents for all board and lodging requirements and transport costs for residential visits.

Parents will be notified about the any residential visit taking place and the charges for the visit, alongside a breakdown of when payment will be required by the school.

School Property

Parents are advised that if their child is found to have wilfully damaged or vandalised (including graffiti) school property, the school may levy a charge towards to the cost of repair or replacement; this charge will be alongside appropriate disciplinary sanction for their child.

Parents will be notified of this by their child's Head of Year, and an invoice will be issued to the parent, detailing the cost and how payment can be made.

Remissions

Where students are entitled to free school meals, the Headteacher shall have the discretion to subsidise the cost for a student of an activity that takes place partly or wholly outside school hours using funds available from school budget.

The Governing Body may from time to time amend the categories of activity for which a charge may be made and extend the categories for which a remission may be made.

Private Use of School Facilities

Governors delegate the responsibility for determining charges for the private use of school facilities by members of staff, for example, private telephone calls and reprographics to the Headteacher.

Governors delegate the responsibility for determining charges for the letting of school facilities to the Headteacher.