



Charging and Remissions

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Introduction

The Governing Body recognised the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students and as additional optional activities. However due to the limited funds in the budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the School. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

Charging for Visits

All Visits

The group leader should ensure that parents/carers are notified as early as possible as to:

- The total cost of the visit
- How much each parent/carer will need to pay or be asked to contribute towards the cost of the visit
- How much spending/pocket money students will reasonably need (especially important for trips which involve a residential element)

During Normal School Hours

In all schools, except Independent Schools, visits which occur during school hours must be provided free of charge. However, parents/carers can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit (or more to allow for those parents/carers who cannot or will not contribute) and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled – parents/carers must be notified of this contingency. Students whose parents/carers do not contribute cannot be discriminated against.

Where appropriate, the Governing Body may offer to remit the full or part of the cost of full board and lodging for any residential activity which:

- Takes place during the school hours or;
- Is not an optional extra (see following section for definition)

Outside of Normal School Hours/Optional Extras

The Principal can charge parents/carers for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- Falls wholly or mainly outside school hours, ie. A skiing holiday during the school holidays is an optional extra;
- Does not form part of the National Curriculum or the statutory requirements for religious education;
- Is not part of a syllabus towards a Prescribed Public examination – if an 'A' level Biology syllabus mentions fieldwork as a requirement then this in itself does not necessitate a residential fieldtrip to another part of the country as local facilities may suffice. However, if the syllabus mentions, for example, that students need to know about the ecology of rocky shores and the life in a city a long way from the coast then the fieldtrip would not be classed as an 'optional extra'.

The parents/carers agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of Subsidy for pupils whose families do not meet the full charge.

Materials and Equipment

The Governing Body reserves the right to charge for educational materials students will be required to use in the furtherance of their studies, for example, materials and equipment (or the provision of them by parents/carers)

Broken or Lost items

The Governors will allow teachers to ask students and/or their parents/carers to contribute towards the cost of replacement items such as lost books, or where they were damaged or broken as a direct misconduct on the student's part. This does not in any way detract from the teaching staff's duty to brief students thoroughly and to manage a calm and safe working environment for the students.

Remissions

The Governing Body may remit in full or in part the costs of any activity for particular groups of parents/carers, for example, in the case of family hardship. When arranging a chargeable activity such parents/carers will be invited in confidence for the remission of charges in full or in part. Authorisation for such remissions will be made by the Principal in consultation with the Chair of Governors. In cases where SEN students are involved the school will ensure there is full equality of opportunities and funding for additional staffing or necessary provisions for trips and visits, will be available.