

# Holly Lodge High School

## Science College



# Charging and Remissions Policy 2017

Date Adopted: \_\_\_\_\_

To be reviewed: \_\_\_\_\_

Signed by Governors: \_\_\_\_\_

Signed by Head Teacher \_\_\_\_\_

# CHARGING AND REMISSIONS POLICY

---

## 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

The school will charge wherever possible. The charge will never exceed the actual cost and may be subsidised from school funds.

- Where charges are requested, it must be made clear to parents that no student will be disadvantaged by inability or unwillingness to pay except in the cases of residential visits or activities wholly out of school hours.
- Any transport provided by the school, as an agreed element of the school's curriculum should be free of charge. Voluntary contributions may, however, be requested especially for transport for Work Experience and other school placements.
- Charges will be made to parents for all board and lodging requirements and transport costs on residential visits.
- Charges will be made for individual music tuition where it is not part of the syllabus for a prescribed public examination or required by the National Curriculum. Parents may be charged a set fee approved by the Finance Committee of the Governing Body for peripatetic music provision.

- A charge will be made for Individual Learning Devices for hire of the device for the academic year. A charge will also be made for the use of a locker in which the device can be stored.
- Charges may be made for the costs of materials for Resistant and Compliant Materials where students take home the completed article or product and where parents have agreed in advance to do so.
- It shall be left to the Head Teacher's discretion to decide the proportion of the costs of an activity that may be properly charged to the school's budget or school funds.
- Where a student is responsible for wilful damage to school property, parents will be charged an appropriate proportion of the cost of repair or replacement of the property.
- Charges may be made for extra-curricular activities which incur a fee to pay for specialist tuition or coaching.

## **Remissions**

- Where students are entitled to free school meals, no charge shall be made for any of the above curricular and extra-curricular activities that take place wholly within school hours.
- Where students are entitled to free school meals, the Head Teacher 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 Fund.

## **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, reprographics and faxes to the Head Teacher.
- Governors delegate the responsibility for determining charges for the letting of school facilities to the Head Teacher.

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.

Adopted by the Governing Body on \_\_\_\_\_January 2015\_\_\_\_\_

Review Date \_\_\_\_\_January 2015\_\_\_\_\_