

# CHARGING & REMISSIONS POLICY



The school may invite parents and others from time to time to make a voluntary contribution towards any part of the school's work, and to permit the provision of activities which might not otherwise be possible. Parents will be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. No student will be left out of any activity provided in school time because his/her parents cannot or will not make a voluntary contribution. Parents may be asked to make a voluntary contribution towards activities taking place in school time, or towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the school's basic curriculum for religious education.

Parents will be asked to meet the full cost of optional extra activities which happen outside school hours, where these activities are not a necessary part of the National Curriculum or religious education.

Parents will be asked to meet the full cost for residential courses in school time.

Charges and contributions requested are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the school will refund any surplus of £5 or more per student. Any surplus will be transferred to the Retained Funds Account.

Refunds of monies credited by parents will be for any balance of £5.00 or above. This will be refunded via Parent Pay and upon a written request from parents. Balances below this figure will be transferred to the Retained Funds Account.

Parents will be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in groups of up to four.

General fundraising and sponsorship may be used to allow additional activities to take place.

The school will use its discretion to offer assistance in any case where there is hardship.

Activities outside school hours and not within the National Curriculum are classed as "optional extras". Parents/guardians will be asked to meet the full cost of these activities. In the case of residential experience, every effort would be made to offer value for money but the cost may be quite high. If a student is unable to go on a trip (unless this is because of ill health), after the initial deposit has been paid and a place allocated, they will still need to pay the full cost, unless another student is able to take his/her place.

The school will use its discretion to offer assistance in any case where there is hardship.

Voluntary contributions may be requested from parents to cover the cost of ingredients or materials for practical subjects, particularly where the finished article is kept by the student.

Individual music tuition takes place on the basis of private charges between tutors and parents.

Parents/guardians will be charged for: extra examination entries; re-sits without tuition; entries for examinations not on the prescribed lists; and “wasted” examination entries.

Parents/guardians will be expected to meet some or all of the replacement costs of lost school books or equipment.

Parents/guardians will be expected to meet some or all of the costs of breakages or damage to school buildings, furniture or property.

The school sells a variety of materials to students ranging from stationery and calculators to commercially produced revision guides. Prices are set to cover the school’s costs.

A refundable deposit may be taken for ‘A’ level text books.

Charges for lettings are agreed by the Governors’ Finance Committee.

Photocopying – Charges for private photocopying are as follows:-

Black & white	A4	3p per copy
Black & white	A3	6p per copy
Colour	A4	12p per copy
Colour	A3	24p per copy
B&W double-sided	A4	6p per copy
B&W double-sided	A3	12p per copy
Laminator	A4	50p per copy
Laminator	A3	£1.00 per copy

Private telephone calls and faxes – Staff and others using the school telephone or fax machine may do so at the normal BT costs.