



## **Charges and Remissions Policy**

### Purpose

The Governors aim to offer a high quality education free-of-charge to parents and students, while conscious of their duty to manage the school budget in an effective manner.

### Additional Authority

Charges and remissions are governed by the legislation contained within the:

- Maintained Schools, Education Act 1996, section 457
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999; and
- The School Information (England) (Amendment) Regulations 2012.

### Scope

This policy applies to all parents and students.

### Responsible Party

The governing body are responsible for determining and keeping under review a policy with respect to:

- a) the provision of; and
- b) the classes or descriptions of case in which they propose to make charges for any optional extra or board and lodging in respect of which charges are permitted by section 455.

### Policy

While the school attempts to avoid charging parents for any activities undertaken by the school it does have a responsibility to outline to parents where charging may take place.

1. Non residential visits during school hours will incur no charges. Parents may be asked to make a specific contribution, if costs are high, to enable such visits to take place. However, no child will be barred from participating in an excursion because their parents have not contributed. It is conceivable that a planned visit could be cancelled because of a lack of funds. If the trip is a requirement of a course of study, there will be no charge, nor a request for a voluntary contribution.
2. Visits, including all residential visits which take place outside school hours will be charged for in full, except in the case of hardship in which circumstances the Headteacher will endeavour to find some financial assistance.

3. Residential visits that are a requirement of a course of study leading to a public examination will incur charges only for board and lodging. Children where families are in receipt of any form of benefit may not be charged at all.
4. The school shall provide the materials a pupil will require in his/her studies throughout the school. It is an expectation however, that the pupils will provide pens, pencils and calculators. In the case of design technology subjects, such as food technology, students will be asked to provide ingredients or pay a contribution towards the cost of materials provided by the school. In case of hardship the school will provide these free of charge.
5. There will be no charges for transport provided during school hours. Pupils who incur bus fares while on school business will have them refunded on the production of the tickets. However, whenever possible, the school will provide transport.
6. Any special events which take place in school time, such as visiting musicians or theatre groups will incur no charge.
7. When individual instrumental tuition is offered charges are based on the policies adopted by the Calderdale Music Service. In case of hardship a charge may not be made.
8. Parents will be charged for the costs of entering pupils for public examinations for which they have not been prepared in school.
9. If a pupil fails, without good reason, to complete the examination requirements for any public examination for which the Local Authority or the governing body has paid an entry fee, then that fee will be charged to parents. This will apply if the pupil fails to produce sufficient coursework and/or fails to sit the final examination.
10. In the event of damage to school property caused deliberately, parents will be charged for the cost
11. Funds are set aside within the budget for educational visits. Subjects are divided into clusters and deployment of this funding is determined by the subject leaders in the cluster.  
  
The Headteacher reserves the right to refuse permission for the trips to go ahead on the grounds of health and safety or the lack of perceived value.
12. School Uniform – It is a requirement for all pupils to have full school uniform as published on the school's website. In case of hardship the parents can contact the school who will endeavour to find some financial assistance.
13. Lockers are provided for each pupil by the school and a small refundable deposit is charged for the keys. The deposit is forfeited if the key is lost and a replacement key is required.

## Monitoring and Review

This policy will be reviewed every 3 years.