



# Charging (and Remission) Policy

Date adopted: 28<sup>th</sup> November 2017

Revision Date : September 2018

## Y PANT SCHOOL

### CHARGING AND REMISSION POLICY

#### INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However due to the limited funds in the delegated 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

##### a) All Visits:

The group leader should always ensure that parents are notified as early as possible:

- how much each parent will need to pay or be asked to contribute towards the cost of the visit
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element)
- use of any surplus funds, i.e. will they be returned to parents or retained for 'extras' during the visit.

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit i.e. transport accommodation, food, etc.

##### b) During Normal School Hours:

Visits occur during school hours which enrich the curriculum and educational experience of the pupil. Parents 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 and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled -parents must be notified of this contingency.

##### c) Outside Of Normal School Hours/Optional Extras

- The Headteacher can charge parents 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, i.e. a skiing holiday during the school holidays is an optional extra and 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 that pupils need to know about a specific ecological environment then the fieldtrip would not be classed as an 'optional extra'.

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing.

## **INDIVIDUAL/ GROUP INSTRUMENTAL TUITION**

There is a charge for providing instrumental tuition. The fees for the peripatetic lessons are collected by the School and must be made prior to the commencement of lessons.

## **INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)**

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'.

This is directly relevant for the cost of materials/ingredients for the following subjects: ~DT. Science, Art / Craft.

## **BROKEN EQUIPMENT (REPLACEMENT)**

The Governors will allow all departments to ask pupils and/or their parents to contribute towards the cost or replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part.

**REVIEW DATE:        SEPTEMBER 2018**