

Governors' Charging and Remissions Policy

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- To levy, except where students are entitled to statutory remission (see below), a charge for all board and lodging costs on residential visits;
- To levy a charge for activities wholly or mainly outside **school** hours which are not part of the National Curriculum statutory, religious education or in preparation for a prescribed public examination:
- To levy no charge for examination entries, except where:
 - (i) the School has not prepared students for the examination in the year for which the entry is made, or
 - (ii) a student has failed, for no good reason, to complete the requirements of the examination or to attend for it;
 - (iii) where a student has requested to resit a module.
- To levy no charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the School, except where parents have indicated in advance their wish to purchase the product;
- To request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no student is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution;
- To seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children;
- To leave to the Head's decision, the proportion of costs of an activity which should be charged to public or non-public funds;
- To delegate to the Chair and the Head the determination of any individual case arising from the implementation of this policy.

A remissions policy exists whereby parents who are in receipt of Income Support or Family Credit, and are having difficulty in finding the full cost of trips and extra-curricular activities, may apply for assistance. In some circumstances financial assistance towards the cost of instrumental tuition may also be considered.

Financial support will be dependent upon:-

1. The School receiving at least six weeks' notice in order to make a decision concerning assistance for a trip.
2. The completion of a form, the design of which is intended to establish the degree of need by inviting parents to indicate their income and outgoings.
3. Whether the trip is part of curriculum time; whether, if not in curriculum time, it is linked to a school activity or whether it is entirely outside school time.