

## Charging and Remissions Policy

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### 1. CHARGING

Charges will be made for:-

- a. Board, lodging and related costs on trips which:
  - forms part of the requirements for a public examination, or the National Curriculum, or
  - takes place during school hours unless the remission policy applies
  - Residential trips
- b. Other residential activities outside school hours.

### 2. REFUNDS

All trips need to be self-funding.

Deposits will be non-refundable (unless someone can be found to take that place with permission of the organiser).

Each trip letter will give further details on refunds on remaining balances (i.e. number of weeks' notice to be given and procedure for doing that).

Please also note that if insufficient numbers are received then the trip may have to be cancelled.

### 3. OTHER CHARGES

- c. Breakages and damage if caused by pupils, through misbehaviour to school property.
- d. Charges may be made for materials used in making certain articles, if the parents have notified the school that they wish to own the finished article. In other circumstances voluntary contributions towards school funds may be requested to enable activities to take place.
- e. Activities that take place in school of a non-curriculum nature where costs need to be covered.

- Non Curriculum Peripatetic Music. Students will be asked for a nominal charge towards the cost of music lessons, which will be dependent on any funding that the school has secured for this purpose.
- Cookery Ingredients/Technology Resources. If parents have indicated in advance that they would like their child to bring home finished products, a nominal charge will be requested. However, when feasible school will subsidise whenever possible.

(Parents will be notified as early as possible, in writing, of the details of proposed activities.)

#### **4. REMISSIONS**

Where parents experience difficulty in paying for school trips a letter must be addressed to the Head Teacher on announcement of the trip to give details. Help is available for the whole cost of the trip when a student is required to participate in a residential trip in or out of school hours which forms part of the requirements for a public examination or the National Curriculum.

Parents may be expected to make a contribution based on individual need and some evidence may be requested i.e. families in receipt of benefits.

#### **5. COMPLAINTS**

The school has a complaints procedure.

Usually there are three levels at which a complaint may be considered.

- At an informal level with the Head Teacher.
- At a formal level with the Board of Governors.
- At a formal level with the Local Authority.