



## **Charging and Remissions Policy**

**Date approved:** February 2024

**Date for review\*:** February 2025

**Author:** Lawrence Smith

\*subject to any relevant changes in legislation or other appropriate guidelines

## 1.0 General

1.1 Under the Education Reform Act the School is not at liberty to charge for any activity that takes place during the School Day. However, a voluntary contribution may be requested to help offset any costs incurred. There is never any intention to make a profit from any such activities.

## 2.0 Students' Work

2.1 Where parents wish to keep their child's work a charge can be made for the cost of materials.

## 3.0 Permitted Charges

3.1 In relation to permitted charges the School Policy agreed by the Governing Body of the School is detailed below.

Activity	Comment
Individual Instrumental music tuition that is over and above the National Curriculum, and/or an approved examination syllabus.	The Music Team offers individual and group instrumental and vocal tuition. Such tuition is optional and is designed to supplement mainstream music lessons. Where students undertake peripatetic music tuition, a charge to parents/carers will be made for these activities. Fees are paid in advance, on a termly basis, to the School. Those following a GCSE Music course may receive free lessons. Some instruments are available for hire by students from the School but students will be charged for hire and students are encouraged to purchase their own musical instruments.
Materials	Parents/Carers will be charged for materials or ingredients used in school where the parent or the students will own the finished article incorporating those materials or ingredients.
Transport to Work Experience	Parents/Carers will pay directly (except stated in statement where the statement refers to transport).
Activities outside school time not related to statutory duties.	Parents/Carers will be charged.
Board and lodging on residential visits.	Parents/Carers to be charged.
Educational visits and field trips.	Parents/Carers will be asked for a voluntary contribution if a visit or fieldtrip takes place during the School Day. Trips and visits outside of the school day will be charged.
Examinations	A charge to parents/carers will be made to recover the cost of the entry fee for a public examination where the student fails, without good reason, to meet any examination requirement for that syllabus or fails to attend for the examination.

	<p>A charge to parents/carers, covering the full cost, will also be made to enter a student for a public examination where he or she has not been prepared by the School.</p> <p>A charge to parents/carers, covering the full cost, will be made where a parent requests a remark of a public examination.</p>
Uniform inc. PE and Dance	<p>School uniform can <u>no</u> longer be purchased at the School. The school's uniform (Inc. for PE and Dance) can only be purchased Diffusion Designer Ltd, 104 -105 Queensmere Shopping Centre, Slough, SL1 1DQ. For 2016/17 this proved more value for money than our current supplier and the school has negotiated for parents a further 15% discount on purchases. Parents whose child is in receipt of Free School Meals may be provided some financial assistance from the school in purchasing uniform.</p>

### 3.2 Damage to School Property

If a student damages School property his/her parent/carer will be charged for the repair.

## 4.0 Remission

4.1 This Policy provides for remission in part or in whole of charges in certain circumstances in respect of students whose parents/carers are in receipt of income support or family credit or for whom the School receives Pupil Premium Funding. Should parents feel that they fall into these categories they should contact the school to discuss this.

## 5.0 Lettings

5.1 As a Community School, Governors will make school premises outside normal school opening hours for bona fide groups and individuals engaged in educational, recreational and cultural activities. Charges and remissions are set by Governors in conjunction with Local Authority guidelines.