

# The Pavilion

## CHARGING AND REMISSION POLICY



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## Introduction

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996 no charges are made to any registered pupil for any books, materials, equipment or apparatus used during school hours.

We apply the charging policy in line with Section 457 of the Education Act 1996 which allows charges to be made for residential school trips.

Questions and queries about this policy or discussions regarding the application of this policy to an individual student can be addressed by contacting the main school office and enquiries will be dealt with in confidence by a senior member of staff.

## Voluntary Contributions

‘Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.’

We believe that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The Head Teacher and the Management Committee may remit some charges in part or in full as reasonable in particular individual circumstances. The charging and remissions policy is an integral part of our inclusive arrangements for students and is applied equally to all students.

In normal cases, letters sent out when a charge is made (e.g. for a trip) will be accompanied by a clear verbal instruction by the organiser that arrangements may be available to support parents/families who are eligible for remissions. Individual Departments can seek support for students via their line manager for activities which would normally incur a charge according to the policy.

Specific examples of how this policy may be applied:

### School Trips and Visits

Day Trips: No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

Residential Trips – Essential: For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied for board and lodging.

Residential Trips – Non-essential: For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

a) if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip;

b) if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

#### Examination Entries

A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/carer wishes the pupil to be. In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

A charge may be levied for pupils re-sitting an examination.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

The charge levied above will be the cost of the examination entry, plus any applicable centre administrative fee.

#### Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Head Teacher. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Head Teacher.

#### Other charges

The Head Teacher, Finance Committee or Management Committee may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of a student's file.