

# Charging and Remissions Policy

July 2021

## Contents

1. Introduction
2. Charging
3. Remissions
4. Insurance
5. Voluntary Contributions
6. Monitoring, Evaluation and Review

## Document Control

<b>Review Date</b>	July 2024
<b>Review cycle</b>	Every 3 years
<b>Adopted by LGB</b>	July 2021

# Charging and Remissions Policy

---

## 1. Introduction

The Trustees recognises the valuable contribution that the wide range of additional activities, including clubs, out of College trips, residential and experiences of other environments, can make towards students' all-round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

## 2. Charging Policy

**2.1** Charging will be permitted for the following activities:

-  The full costs of board and lodging on residential visits.
-  The full costs associated with individual or small group tuition in the playing of a musical instrument, whether in or out of College time (in most cases the College subsidises such lessons).
-  The full costs of activities which take place wholly or mainly outside of College hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to Religious Education.
-  The full costs of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside College hours.
-  The full costs of re-sits of prescribed public examinations where no further preparation has been provided by the College.
-  The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student.

**2.2** If a student has not regularly attended the lessons for an examination subject, the examination fee may be requested, refundable if the student attends for examination.

**2.3** If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the

College has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

**2.4** There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the College.

- ♥ The cost of essential ingredients or materials for practical subjects will be provided.
- ♥ The costs (full or partial at the College's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the College.
  - ♥ The College will charge an administrative fee for certification of passports, driving licences, confirmation of examination results, photocopying etc.
- ♥ The College will charge an administrative fee (Approximately £10) for the cost in terms of time, equipment and materials for the copy of a student file or related items. In exceptional circumstances this fee may be waived.

### 3. Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body will remit in full the cost of board and lodging for:

- ♥ Any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination
- ♥ Any residential visits outside College time which are covered by the following criteria, where the education is provided:
  - To fulfil any requirements specified in the syllabus for a prescribed public examination;
  - Specifically, to fulfil statutory duties relating to the National Curriculum imposed by Section 10 (ii) of the 1988 Education Reform Act;
  - The costs of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum;

- Specifically, to fulfil statutory duties relating to Religious Education

 The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governors.

## 4. Insurance

Any insurance costs will be included in charges made for trips or activities.

## 5. Voluntary contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary those children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

## 6. Monitoring, Evaluation and Review

The Trustees will review this policy at least every three years and assess its implementation and effectiveness.