

# Charging & Remission Policy

## Heathcote School and Science College



**Approved by:** Governors

**Date:** 29/03/16

**Last reviewed on:** March 2016

**Next review due by:** October 2018

# HEATHCOTE SCHOOL

## CHARGING & REMISSION POLICY

The Governors have decided on the following Charging and Remission Policy in accordance with the provisions in Chapter III of the Education Act 1996 (sections 449-462).

The objective of this Policy is to maintain free education and valuable optional provisions.

### **Admissions**

No charge will be made for admission.

### **School Meals**

No charge will be made at lunchtime for pupils entitled to Free School Meals.

We will charge all pupils not entitled to Free School Meals an amount determined annually by the Governing Body of the school.

### **Examinations**

1. Where a student fails, without good reason, to meet any examination requirement for a syllabus, the fee for the examination can be recovered from the student's parents/carers.
2. If a parent/carer wishes an exam paper to be re-marked in the hope of increasing the original grade, the fee incurred must be met by them.
3. In the case of a Sixth Form student wanting to re-take an exam against the advice of the school the cost of the exam entry must be paid by the parent/carer.
4. The cost of postage of examination results and certificates to students, the latter by Recorded Delivery can be recovered.

### **Books & Equipment**

1. The cost of replacing lost or damaged items such as -  
exercise books, folders, etc;  
homework diaries;  
text books;  
equipment provided by the school;  
clothing and team kits provided by the school

may be passed on to the parents/carers of students involved.

## **Damage to Property**

2. The cost of any damage caused by wilful damage to –

The fabric of the building;  
The school grounds;  
The writing of graffiti;

may be passed on to the parents/carers of students involved.

## **Breakages**

Any breakages as a result of –

a deliberate act;  
neglect;  
carelessness;

either as an individual or as a member of a group the cost of repair/replacement will be divided among all those deemed responsible.

## **Music Tuition**

Under Section 451(3) of the Education Act 1996 a charge will be made in respect of tuition (whether provided individually or to a group of two or more students) if it is provided at the request of the student's parent and is outside the scope of the National Curriculum. Exceptions may be made where the tuition can be funded from external sources such as the Gifted and Talented initiative or where family circumstances make it inappropriate to require a contribution.

No charge will be made in respect of a student who is looked after by a local authority.

## **Other Educational Resources**

Students are required to provide basic equipment such as pen, calculator and dictionary. The school will provide all materials required for the study of the National Curriculum. Other materials, for example, higher quality art resources or extra revision texts, may be purchased through the school or from other sources at the discretion of the parent/carer. Any requests to parents/carers for the purchase of additional materials must be approved by the Headteacher.

Any charge made in respect of individual students may not exceed the actual cost of providing the material. In cases of hardship, any charge may be reduced or remitted entirely at the discretion of the Headteacher or Governing Body.

## **Educational Visits**

### **Non-residential activities.**

Activities taking place during the school day are free. However, to make many activities viable, parents may be asked to make a voluntary contribution not

exceeding the cost of the activity. If sufficient funds are not donated the activity may not take place.

No student will be denied the opportunity to participate because the parents/carers do not make a donation.

Residential Activities/Activities outside the school day.

Activities will be free or subsidised when additional funding is available. In cases of financial hardship and where other funds are available, charges may be reduced or remitted entirely.

Where an activity takes place mostly (more than 50%) outside the school day a charge will be made that will not exceed the actual cost.

When parents/carers are informed about a forthcoming trip it will be made clear to them that if they can prove they are in receipt of the following benefits they will be exempt from paying the cost of board and lodging:

- Income Support
- Income Based Jobseekers Allowance
- In receipt of any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, prescribed for the purposes of this paragraph, in such circumstances as may be so prescribed.