



## Lode Heath School

<b>Name of Policy</b>	<b>Charging and Remissions</b>
<b>Lead</b>	Laura Suddon, Associate Headteacher
<b>Governor Committee</b>	Local Governing Body
<b>Policy Status</b>	Agreed
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<b>Next Review</b>	Spring Term 2020
<b>Version No.</b>	1
<b>Reviewed</b>	

## **Charging and Remissions Policy**

All charges made by the school must meet the requirements of the Education Reform Act (1996). The Governors endorse the guiding principles within the Act, in particular that no child should have its access to the curriculum limited by charges.

### **AIMS:**

To ensure that a broad programme of trips and activities is accessible to as many pupils as possible and to establish a fair and coherent system of charges and remissions.

The school will levy charges for:

1. Any materials, books, instruments or equipment where the pupil's parent wishes him/her to own them.
2. Music and vocal tuition, in limited circumstances (see below)
3. Examination fees
4. Breakages and vandalism
5. Voluntary contributions
6. Optional income including trips and visits.

### **1. Equipment and Resources**

- Parents will be expected to provide all articles and equipment which are part of the basic school uniform list, physical education kit and general equipment lists.
- The school will provide protective clothing such as safety goggles.
- Parents can rent the use of a locker for their child in year 7 for the five years of school. This is a one-off non-refundable charge. If the locker key is returned a payment of £1.00 for the key will be made. (previously stated this was an annual cost)
- If pupils lose books or equipment issued to them, parents/guardians will be expected to pay for a replacement.
- In practical subjects parents will be asked for the full or partial costs of materials or ingredients. Parents may be asked to supply ingredients for lessons where it is not practicable for the school to do so and so should be made aware of the limitations to their child's experience if they do not do so.

### **2. Music Tuition**

Charges will be made for teaching either an individual pupil or small groups of pupils to play a musical instrument or sing at KS3. Prices will be set per term and paid directly to Solihull Music Service. For those with children taking Music as a GCSE option, you will be asked to contribute 50% of the costs for peripatetic tuition during KS4. (This was previously paid to school and we then paid the music service)

### **3. Examination Fees**

No pupil undertaking a course of study for a public examination will be required to pay an entrance fee for such examinations. Standard letters are sent to the parents of any pupil who fails to attend an external examination without appropriate medical evidence of illness or incapacity and parents may be asked to reimburse any expenses incurred. However, if a pupil elects to re-sit a public examination or have an examination component remarked/ reviewed then parents will be asked to pay any costs incurred.

### **4. Breakages and Vandalism**

In a case of wanton vandalism or foolishness resulting in damage to property or equipment the school reserves the right to invoice the parent/guardians to recover partial or full cost of such an expense as incurred.

## 5. Voluntary Contributions – School Fund

The school also asks that parents/ carers make a voluntary contribution annually towards the schools School Fund. These are additional funds collected and used for the specific projects that the pupils themselves via the School Council agree upon. School fund is not used to pay for materials used for the education of pupils but may be used to buy equipment to enhance the pupils experience whilst at school. Parents are asked to make voluntary contributions usually at the beginning of each Academic Year. Separate letters indicating a suggested contribution per family are issued to all parents.

## 6. Optional Extras

Charges may be made for some activities known as 'optional extras' where an 'optional' is being provided charges can be made for providing materials, books instruments or equipment.

Optional Extras are educational opportunities provided that are not:

- a) Part of the national curriculum
- b) Part of a syllabus for a prescribed public examination, or
- c) Part of religious education

Examination entry fees if registered pupil has not been prepared for the examination at the school.

Trips, visits and activities not an essential part of either national curriculum or part of the public examination syllabus being followed.

### Trips and Visits

School activities are arranged with a view of extending the breadth of experience for all our pupils. Trips, visits and activities are organised to complement the curriculum. Participation in any optional extra activity will be on a basis of parental choice and willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Charges will include:

- Board and lodging at actual cost (if applicable)
- Transport costs
- Materials and equipment
- Insurance
- Admissions/entrance fees
- Other costs which will be detailed in advance

### Remission

When the school informs parents about a forthcoming visit, then parents who are in receipt of any of the following benefits may be exempt from paying the cost of board and lodging only on residential visits, if the trip ultimately forms part of a subject specific exam assessment. This relates to those children for whom we receive 'Pupil Premium' 'Looked after Children' and/ or 'English as an Additional Language' funding. When a visit or activity is integral to the curriculum and such exemptions apply, details will be provided to parents on the letters provided. Parents in receipt of support payments may be invited to make a voluntary contribution

All payments for trips visits and activities must be paid in full as per the schedule provided by the school.

### Refunds

All trips, events and visits will require an initial deposit to secure a place on the trip. Parents should refer to the Parent School Behaviour contract before consenting for their child to take part in any trip as initial deposits are **non-refundable**. The school reserves the right to refuse permission for any child to attend a residential trip or take part in a day visit for disciplinary reasons.

If full payment of trip has been received and the pupil is unable to attend due to illness then a partial refund may be granted if a medical note is provided. (In respect of residential trips abroad these will be refunds under the insurable risks only.)

If a pupil withdraws from a trip due to a change of mind then monies paid will be forfeit.

Upon the completion of trips and after the final reconciliation of the individual trip account there is a trip surplus then one of the following will apply:-

- Any surplus equating to less than £5 per pupil will be transferred to the school fund account and be used for the greater good of all pupils.
- Surplus of £5 or greater will be refunded via Parent Pay or via cheque/cash.