

# CHARGING & REMISSIONS POLICY

Approved by F&P Committee Chair: May 2015  
Review Date: October 2016



## 1. Introduction

- 1.1 The Governing Body believes that the students' experiences are enriched and the education provided by the school is broadened by activities that take place outside the school grounds.
- 1.2 Several activities, such as a visit to the woods or a survey of local area, may not involve extra costs. Other activities, such as a theatre visit or a visit to an attraction/historical site, will be costly and the school will not have the funds to pay for all students to be involved with no cost to the students.

## 2. Legal Position

- 2.1 The 1988 Education Act sets out the legal framework for charging for curricular activities.
- 2.2 All charges made by the school must be by **voluntary contribution** for activities that are directly involved with the curriculum. No student can be excluded from an activity because they or their parents/guardians are unwilling or unable to pay.
- 2.3 The exceptions to the general rule are:
  - (i) On residential visits, when the school can charge for board and lodging
  - (ii) For individual and small group music tuition, which can be charged at cost.

## 3. Approach of the School

### *Curricular Activities*

- 3.1 Clearly there could be difficulties if some parents were prepared to make a voluntary contribution and others were not, as the school has no extra funding to cover the cost.
- 3.2 The school will ask for voluntary contributions from parents/guardians when, as part of the curriculum, the school organises a visit (either inside or outside normal school hours) which cannot be financed from the school's delegated budget.
- 3.3 Contributions will be voluntary and fixed at a level to fully fund the activity. If sufficient contributions are not received to cover the cost of the activity, the event will be cancelled.
- 3.4 No student will be denied an activity because they or their parents are unable to afford the voluntary contribution. When promoting the activity, it will be made clear that the school will make funds available to assist in cases when parents are unable to afford the financial contribution. Parents must contact the Headteacher in all cases where they are unable to make a contribution. This is essential in order that the head teacher can make a decision about financial support. If parents/guardians do not make contact no monies can be made available.
- 3.5 In addition to the school approach, Wiltshire County Council has a remissions policy which operates for the Local Authority residential centres.

### *Non Curricular Activities*

- 3.6 Where a non curricular activity is being offered to students e.g. ski trip, the full cost must be met by the parents/student.
- 3.7 Charges for such activities will generally include an initial, non refundable, deposit. This deposit will be to cover internal administration costs and external agency charges incurred in organising the trip. The rest of

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the cost may be paid by regular part payments, however the full cost of the activity must be paid before the date of that activity unless prior arrangements have been made with the head teacher who will then notify this agreement to the finance committee.

- 3.8 If, having signed up to go on a trip, a student changes their mind and withdraws for no good reason; the following action will be taken:

*The deposit will be lost but if a replacement student is found to go on the trip the balance of the cost will be refunded\*. If no replacement is found, there will be no refund.*

- 3.9 If, having signed up to go on a residential trip a student is taken ill or has an injury, it may be possible to claim a refund through the schools' travel insurance. In such circumstances a Doctors certificate is required, detailing why the student is unable to travel. If the claim is accepted the refund will be made less the insurance excess. Day trips do not meet this criteria and the payment will be lost.
- 3.10 The school reserves the right to exclude a student from a non curricular activity if their inclusion is deemed inappropriate. In these circumstances all payments will be refunded less an administration fee.

## 4. Basic Materials

- 4.1 The school will provide the basic materials, books, instruments and other equipment for use in lessons.

## 5. Damage

- 5.1 If students cause damage to the school, staff will determine whether it was a genuine accident or the damage could have been avoided. If the damage is caused by a student or a group of students behaving unreasonably, a charge will be made to cover the cost of the repairs.