



# Policies

## Charging & Remissions Policy

**Signed by**  
Chair of Governors

**Agreed by the Governing Body on 18<sup>th</sup> March 2019**





## **FPM Appendix 4 - Charging and Remissions policy**

### **HOLMES CHAPEL COMPREHENSIVE SCHOOL & SIXTH FORM COLLEGE**

#### **CHARGING & REMISSIONS POLICY**

##### **1. School Trips**

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

1.2 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.

1.3 Residential trips – Non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the trip including contingency and school administrative costs.

##### **2. Examination Entries**

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

2.2 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/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).

2.3 In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

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

2.5 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.

2.6 A charge will be levied for the cost of individual invigilation where behaviour is deemed to be a risk of disruption to other pupils.

***N.B. School reserves the right to withhold exam certification until payments are made.***

### **3. Materials & Textbooks**

3.1 Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

3.2 A flat rate charge will be made for any unreturned text book once the pupil leaves school.

### **4. Music tuition.**

4.1 The school may levy charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. 50% discount is available to pupils whose families are entitled to free school meals.

4.2 In most circumstances, the provision of individual music tuition will be via specialist music teachers who are separate contractors and the financial transactions will be between the parent/ guardian and the individual contractor.

### **5. Activities Outside School Hours**

5.1 No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

5.2 If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

5.3 For all other activities outside school hours, a charge up to the cost of the activity will be levied.

### **6. Damage/Loss to Property**

6.1 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 to be the cost of replacement or repair.

6.2 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 full cost levied against the school.

## **7. Voluntary Contributions**

7.1 Where the school cannot levy charges, and it is not possible to provide 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 which may include specific costs in relation to pupils with special needs. 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 may be cancelled.

## **8. Lettings**

8.1 The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by either the Finance Committee or the Estates and Facilities Committee. The hire charges should recover the full direct costs plus a contribution to the continued provision of the facility for students. A report on the income from all lettings will be reported to the Finance Committee on an annual basis.

## **9. Transport Service**

9.1 HCCS are committed to facilitating the provision a transport to and from the school before and after school hours. There will be an annual review of these charges and the price charged will cover the full cost of the provision.

Sixth Form transport costs will be capped but competitive to ensure the price of transport does not affect a student's overall decision to join our sixth form.

## **10. Other charges**

10.1 The Executive Headteacher (EH), Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services or designated limits) e.g. for providing a copy of an OFSTED report, compliance with requests for information via the Data Protection Act or Freedom of Information Act.

10.2 HCCS will levy charges where staffs are deployed to other schools or establishments on consultancy or temporary basis.

## **11. Remissions Policy**

11.1 The EH, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

11.2 The EH, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Prepared by: Laura Flaherty, Finance & Resources Manager

Approved by the Governing Body

*Christina M. Burgess.*

Signature:

Name: Mrs C Burgess, Chair of Governors

Date: 18<sup>th</sup> March 2019

Reviewed annually as part of the Financial Procedures Manual

Next Review – Autumn 2019