

## CHARGING AND REMISSIONS POLICY

### Context

The Education Act 1996 (sections 449-462) sets out the law on charging for school activities in schools maintained by local authorities in England. The Act requires Governing Bodies to determine their policy on charging and on remissions within the framework of the legislation.

### The school's approach

The table below is a summary of the approach adopted by school. This abides by the principles that compulsory elements of education should be free and that the school should not make a profit from its activities, whilst recognising that the school's budget is insufficient to cover the costs of enrichment activities.

	ITEM	CHARGING POLICY
1.	Educational activities within normal school hours	Payment is not necessary for participation but voluntary contributions will be requested. Insufficient contributions may necessitate cancellation. Students eligible for pupil premium will have their contributions paid.
2.	Optional activities outside of school hours which are not compulsory parts of a student's curriculum including residential trips.	Parents to meet the full cost, including parents of students eligible for pupil premium.
3.	Optional individual music tuition by peripatetic tutors.	Parents to meet costs including hire, music and insurance where appropriate. The school meets one third of the cost of lessons for students eligible for pupil premium.
4.	Ingredients for food technology work which is to be taken home.	Parents to meet the full costs.
5.	Materials for technology courses.	Parents are asked to make a donation for materials for projects that will be taken home. Students will not be disadvantaged if parents do

		not contribute.
6.	Breakages, vandalism and damage to school buildings, furniture, equipment or property	Parents may be asked to meet the costs of repair or replacement if resulting from poor student behaviour.
7.	Public examinations without school timetabled teaching ("private examination entries").	Parents to meet full costs of entry.
8.	Sale of items in school e.g. PE Kit, revision guides, memory sticks, stationery, calculators etc.	Parents to meet the full costs. In some cases students eligible for the pupil premium may receive items at a subsidised rate.
9.	Celebration events e.g. the year 11 Prom.	Parents to meet the full costs.
10.	Private reprographics work.	Charged according to appendix A.

**Support available:**

If a family is facing financial difficulties it may be possible that the school can offer some financial support from, for example, donations received to the school fund. Such support is at the discretion of the headteacher.

Parents are signposted to local charities who can sometimes provide financial support for trips and educational activities.

**Approved by Governors Resources & Personnel Committee 9<sup>th</sup> October 2017 Minute 13(f)**

**Approved by Full Governors December 2017 Minute 6 (b)**

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**Approved by Full Governors 8<sup>th</sup> April 2019 Minute 4 (d)**

**Approved by Governors Resources & Personnel Committee 25<sup>th</sup> November Minute 11**

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**Approved by Governors Resources & Personnel Committee 14<sup>th</sup> June 2021 Minute 8 (a)**

**Approved by Full Governors 5<sup>th</sup> July 2021 Minute 4 (m)**

## **Appendix A**

### **Private reprographics charges from March 2017**

#### **Photocopying price per copy**

Photocopy A4 - 4p

Photocopy A3 - 8p

Colour copy A4 - 8p

Colour copy A3 - 16p

#### **Paper**

A4 White - £2.50 per ream

A4 Pale colours - £ 3.50 per ream

A4 Bright colours - £ 3.75 per ream

A3 White - £6.50 per ream

A3 colour - £7.50 per ream

#### **Card**

White A4 - 2p per sheet      Coloured A4 - 4p per sheet

White A3 - 4p per sheet      Coloured A3 - 8p per sheet

<b>Laminating</b>	<b>A4</b>	<b>A3</b>
150 micron	15p	25p
200 micron	20p	30p

#### **Miscellaneous**

Transparencies                      15p

Comb Binders                        25p

Slide Binders 15p

Plastic wallets 2p