

Charging and Remissions Policy

Appendix B (Included within the Financial Regulations 2018)

This document sets out the college's attitude towards charging parents/carers and explains when charges will be made. The policy will be reviewed annually by the Governors Leadership & Strategy Committee.

In principle all education provided within normal college hours will be free of charge. However, the Governing Body reserves the right to request a voluntary contribution towards any part of the college's activities. No student will be left out of any activity provided in college time because their parents cannot or will not make a voluntary contribution. Parents/carers may be asked to make a voluntary contribution towards activities taking place in normal college hours, or towards activities deemed part of the National Curriculum.

Parents/Carers will normally be asked to meet the full cost of optional extras that take place outside of normal college hours, where these activities are not a necessary part of the National Curriculum.

Charges and contributions are only requested to cover the anticipated costs of the activity. If income from the activity exceeds the actual costs, the college will refund a surplus of:

- £3.00 or more where the total cost of the activity is less than £50
- £5.00 or more where the total cost of the activity exceeds £50

Surpluses of smaller amounts will be transferred to an Events Holding a/c within the Private College Fund.

Examples of charging for activities are given below:

Residential Activities

Parents are normally expected to meet the full charge levied. The college will consider, where appropriate, making payment in full or part for children from families where genuine hardship can be proven.

Activities held outside College Hours

Unless activities are within the National Curriculum requirements or provided as part of a public examinations syllabus, full costs should be met by the parents. The college will consider, where appropriate, making payment in full or part for children from families where genuine hardship can be proven.

Departmental Charges

Parents are encouraged to provide for the cost of materials and/or ingredients within Technology.

Food Technology – Y7&Y8 Students* pay a voluntary contribution of £10.00 per year and Y9&Y10 Students pay a voluntary contribution of £45.00 per year towards the cost of ingredients. Students can provide their own ingredients if they choose to.

Resistant Materials/Electronics – Students* in KS3 pay a voluntary contribution of £3.00, GCSE students in KS4 a voluntary contribution of £5.00.

*This contribution will not be requested from Pupil Premium students; funding attracted by these students will be used to support the activity.

On occasion other departments may request contributions towards specific activities.

However, no student will be disadvantaged because of a parent's inability or unwillingness to pay.

Lost Equipment/Books etc.

Parents are expected to replace, or meet the cost of replacing, lost items of college property or those not returned by students.

Damage/Breakages

Wilful or malicious damage/Vandalism to college buildings or property will be charged to parents.

Telephone Calls

A charge for the use of college telephones for private calls will be levied to all users

Photocopying

A charge will be levied for all private photocopying. The up-to-date prices are held by the reprographics officer and include a small element of profit.

Examinations

In the event that a student fails to attend an examination, the college reserves the right, where appropriate, to charge parents for the examination registration fee.

Where parents/carers contest an examination result and request a remark outside of the college's normal request for remarks, the parent/carer must pay the costs in full. Successful appeals lead to the fee being refunded by the exam board.

Individual Instrumental Music Tuition

The college may utilise external music tutors. Costs will be recharged to parents. The college will consider, where appropriate, making payment in full or part for children from families where genuine hardship can be proven. The cost of music lessons provided by peripatetic music teachers which is needed for GCSE Music students will be paid for by college.

Voluntary Contributions

Voluntary contributions may be invited for any of the college's activities. The college wishes to make it clear that:

1. There is no obligation to make a contribution
2. A student whose parents do not make a contribution will not be treated differently
3. An activity may be cancelled if insufficient funding is generated from voluntary contributions

Travel and Subsistence at College placements

The college will consider, where appropriate, making payment in full or part for children from families where genuine hardship can be proven.

Resources

Basic classroom resources may be purchased from the LRC, including pens, pencils, rulers, calculators etc.

Revision guides may be available for certain GCSE subjects.

In both cases, items are priced to cover the college costs only.