

Charging and Remissions Policy

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Reviewed By	Director of School Business Operations
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HEADLANDS SCHOOL
CHARGING AND REMISSIONS POLICY

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AIM

In accordance with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many students as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by costs.

The Governing Body also recognise that there is a clear distinction in charging between Curriculum and Non Curriculum activities.

CURRICULUM ACTIVITIES

- Public Examinations

  There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where students have been prepared for the examinations by the school. However, there is a charge of the examination entry fee(s) if a student or external candidate has not been prepared for the examination(s) at the school. For example, if a student has not studied the course as part of their school timetable, then examination entry fee(s) may not be paid by the school. The Headteacher reserves the right to discretion in such matters, in addition to decisions on fee(s) for re-sit examinations, having scripts remarked, or buying back a script.

- Curriculum Trips and Visits including Board and Lodgings for Residential Trips
  To levy a charge for all board and lodging costs on residential visits.

  Voluntary contributions may be requested for trips and activities which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.

  Any insurance costs will be included in charges for trips and activities.

- General Lesson Costs

To levy a charge in respect of practical subjects, for full or partial cost of materials and ingredients (except where pupils are entitled to statutory remission), if parents have indicated in advance that they wish to own the finished product.

- Music Tuition

  To levy a charge of £70 per term towards the cost of instrumental tuition by teachers of the Music Support Service except where students are entitled to statutory remission.

  Freedom of Information

  Information published on the School Website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

  Single copies of information covered by this publication are provided at a cost based on the cost of copying per A4 & A3 side, as detailed in the section marked Private Copying.

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  All charges will be fair and reasonable.

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STATUTORY REMISSION

Statutory remission for Curriculum Activities is given to those parents who are in receipt of Free School Meals (FSM) and Looked After Children (LAC).

NON CURRICULUM ACTIVITIES

- Non Curriculum trips and activities

  To levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities.

- School Property

  To charge parents for damages to or loss of school property caused willfully or neglectfully by their children.

- Transport for Non-Curricular Sport Fixtures

  The PE department may ask for a small contribution towards the cost of transport in respect of Non-curricular sport fixtures.

Any charges will not exceed the cost of the provision.

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.