



Bungay High School...

Charging and Remissions Policy



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Opportunity and Excellence for All





Charging and Remissions Policy

1. INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards students' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

2. CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

2.1 School Journeys in School Hours

The board and lodging element of the following residential activities deemed to take place within school hours, e.g. trips abroad; residential visits

2.2 Pupil Transport

Parents/Carers may be asked to contribute towards the cost of out of catchment student transport where the school provides it. These charges will not be subject to the usual remissions policy, although the school may subsidise the cost.

2.3 Activities Outside School Hours

e.g. residential visits/ theatre visits/other educational visits mainly in evenings, at weekends, in school holidays.

2.4 Instrumental Music Tuition

See Music Tuition policy.

2.5 Materials, Instruments etc

The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents).

The Governing Body may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.



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2.6 Examinations

Where a student has not been prepared for a public examination by the school or where the school has provided no further preparation for a re-sit, the Governing Body will make a charge for the cost of entering the student for the examination if previously agreed by the parents. If a student fails without good reason to complete the examination requirements for a public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Body will make a charge of the full cost.

Any requests for confirmation of exam results from more than one year previously will be subject to a charge (currently £10).

See Examinations policy.

2.7 UCAS Application Fees

The school may collect UCAS fees from students and simply pass on these payments to UCAS. No profit will be made by the school and the school will not subsidise the payments.

2.8 Community Users

The school may arrange to let its premises and facilities to members of the local community, other organisations with the LA, businesses, charities and sports clubs. See Lettings Policy.

2.9 General

The cost of repairing and replacing equipment and books (lost, defaced or damaged) remains the responsibility of the parents/carers when this damage or loss is the result of their child's behaviour or negligence.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in the policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for students.

3. REMISSIONS

Where the parents of a pupil are in receipt of:

- Income Support; or
- Income-based Jobseekers Allowance; or



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- Child Tax Credit, with no Working Tax Credit, at an annual income not exceeding the first threshold level (£15,575 in 2008/09); or
- Supported by the national Asylum Support Service (NASS)

the Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with Chairman of Governors etc].

March 2009

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