



**KESGRAVE HIGH SCHOOL
CHARGING AND REMISSIONS POLICY**

Charging and Remissions Policy 2018

Policy Approved by

Finance Committee	Approved	13 June 2018
Chair of Finance Committee	Eunice Brain	13 June 2018
Whole Governing Body	Ratified	11 July 2018

Next Review

Summer Term 2021

Document History

<u>Version</u>	<u>Date</u>	<u>Author</u>	<u>Notes</u>
1	14 May 2018	Eunice Brain	Updated to reflect Finance Committee Approval

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KESGRAVE HIGH SCHOOL CHARGING AND REMISSIONS POLICY

Introduction	3
1 Charges.....	3
1.1 Board and Lodging.....	3
1.2 Instrumental Music Tuition	3
1.3 Hire of Musical Instruments.....	3
1.4 Materials, Clothing, etc.....	3
1.5 Activities Outside School Hours	4
1.6 Examination Fees	4
1.7 General.....	4
2 Remissions.....	5

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Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' 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 pupils of the school and as additional optional activities.

1 Charges

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

1.1 Board and Lodging

The board and lodging element of the following residential activities deemed to take place within school hours. For example:

- a) Foreign Language visits.
- b) Residential Courses as part of the school's Activities Week programme (these are always listed for Parents and Governors and include such items as trips abroad or activity holidays in this country).

1.2 Instrumental Music Tuition

The cost to the pupil for providing instrumental tuition. These lessons will be provided individually or in groups of 2 or 3 depending on the age of the pupil and the level of experience.

The Governing Body has the right to make a charge to parents for all or part of the cost of providing such tuition.

1.3 Hire of Musical Instruments

Where a pupil has instrumental music tuition and a musical instrument is provided by the school a hire charge will be levied for the provision of the instrument. The hire charge schedule will be provided in advance of any pupil beginning a programme of instrumental lessons in school.

1.4 Materials, Clothing, etc

The cost of purchase or hire of materials, equipment or clothing (or the provision of them by parents) for the following activities:

Aprons for Technology, PE kit, etc as listed in the School Brochure.

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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1.5 Activities Outside School Hours

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours, such as

- Ski trips
- School Performances
- Discos
- Theatre Trips
- Dance Trips
- Duke of Edinburgh Activities

1.6 Examination Fees

- a) Where a pupil has not followed a programme of study in preparation for a public examination by the school, the Governing Body will make a charge, in line with the examining body's charge, for the cost of entering the pupil for the examination. This will be agreed with the parents before an entry is made. **Where such an entry requires extra invigilation costs, an appropriate charge will be made; this will also be agreed with the parents in advance.**
- b) If a pupil fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Governing Body may recover the fee from the parent.
- c) The full cost of an examination module where a pupil chooses to **resit** a Unit of their A2, Btec or GCSE programme of study.
- d) Instrumental graded examinations are to be paid by parents.

1.7 General

The Governing Body may, from time to time when reviewing this policy, amend categories of activity for which a charge may be made. The Governing Body will not change a charging structure during an agreed hire period.

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

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2 Remissions

Where the parents of a pupil are in receipt of Universal Credit, Income support, Guarantee element of State pension Credit, Income-based Job Seekers Allowance, Child Tax Credit without a Working Tax Credit or an annual income exceeding the government's prescribed limit. 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 pupils 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 Headteacher.

Pupils that are identified through the Pupil Premium protocol will be entitled to access educational resources relevant to their learning. Access to such support must be agreed for individual pupils at the discretion and with the agreement of the pupil's learning co-ordinator.

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