



Charging & Remissions Policy

Policy Owner: School Business Manager
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Version 2

Brackenfield School Charging & Remissions Policy

School Visits and Excursions

A distinction is made between trips mainly during school hours or as an essential part of the curriculum and those outside school hours and not essential. The following applies:

a. Mainly during school hours and /or essential to the curriculum

The school will ask parents for a voluntary contribution in advance but pupils will not be disadvantaged by a parent's inability or unwillingness to pay. However, if a number of parents fail to contribute and the costs of the activity cannot be recovered, the activity will be cancelled and contributions returned.

b. Residential courses in school time - board and lodgings only

Parents are required to meet the full costs. The school will endeavour to assist with contributions from Pupil Premium/School Private Fund where possible.

c. Outside school hours and not essential to the curriculum

Trips of this sort are mainly of a recreational nature and if pupils are to participate in them they must be willing and able to meet the full costs. The school will endeavour to assist with contributions from Pupil Premium/School Private Fund where possible.

Balances of less than £5 per pupil will not be refunded to pupils.

Music Tuition

Individual music tuition may be charged for with the prior agreement of parents. A list of services and charges offered is available from the school. Charges will not be made for tuition provided as part of the requirements of a syllabus for public examination or any requirements of the school curriculum. The school recognises its responsibility to Looked After Children and the free musical tuition scheme.

Public Examinations

The school pays the examination fees of all pupils entered for public examinations. A charge will be made for re-sits in exceptional circumstances.

If a pupil fails to meet the requirements of examination without good reason (Either Coursework or final examination, then the fee will be reclaimed from the parent).

Lettings

Any lettings will be charged at £8.60 per hour (plain rate) for a minimum of 1.5 hrs (where the Site - Manager does not remain for the duration of the letting) plus a capita fee of 15.69p per person for each 4 hour period and an additional energy charge of £6.51 per letting hour. There will be an additional charge if the Site - Manager is required to stay on site for the duration of the letting – please contact the school for further details.

The school may also add an administration fee of £1.50 or 5% of the total cost of letting. The school may also charge for the use of equipment. These charges are to be agreed in advance.

Sporting Activities

Pupils will not be charged for competing in school sporting events.

Ingredients/Materials for Practical Subjects

Parents are encouraged to provide some materials for practical subjects. Pupils will not be disadvantaged because of a parent's inability or reluctance to pay. The school will contribute where appropriate.

Lost School Equipment

Parents may be expected to pay for or replace lost items of school property.

Damage to School Property, buildings, furniture

Parents will be made aware that wilful damage to the fabric of the school will be charged to them.

Private Telephone Calls

UK Private calls will be charged to the individual at 10p. All international calls are to be authorised by the Head teacher/ School Business Manager.

Private Photocopying/Printing

Will be charged as follows

- Black and White A4 - 5p per copy A3 – 10p per copy
- Colour A4 - 6p per copy A3 – 15p per copy

These prices include VAT