



Charging & Remissions Policy

Policy Owner: Gareth Allen
Date last reviewed: September 2014
Date of next review: September 2015

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.

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

The school will ask parents for a voluntary contribution in advance but no pupil will be disadvantaged by a parents 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 except for pupils with statements of educational need specifying residence and children whose parents receive income support/child tax credit where charges should be remitted by school

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, with the exception of pupils with statements of educational need that specify residence when activities take place within the normal residential period

The school however will attempt to assist in cases of genuine hardship

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 caretaker does not remain for the duration of the letting) as per the scale on Appendix A, 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 caretaker is required to stay on site for the duration of the letting – please contact school for further details.

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

Sporting Activities

Pupils will not be charged for competing in school matches

Ingredients/Materials for Practical Subjects

Parents are encouraged to provide some materials for practical subjects. No child will be disadvantaged because of a parents inability or reluctance to pay. The school will pay where necessary

Lost School Equipment

Parents may be expected to pay for or replace lost or 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

Will be charged at 10p for a local call and the full cost for long distance

Private Photocopying/Printing

Will be charged as follows

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

These prices include VAT