



THE PARK COMMUNITY SCHOOL

Charges and Remissions Policy

Policy Update

Policy Lead Person:	School Business Manager
Approved By:	Local Governing Board (25.03.2021)
Next Review Date Due:	03/22

- Staff *must* sign
- Staff *should* sign
- Governors *should* sign
- Publicly Available

Charges & Remissions Policy

This Policy is intended to provide a framework for the existing wide range of school activities to continue. They are much valued by parents/carers, who in the past have been prepared to pay for the activities.

No charge will be made for education to fulfil public examination requirements or the National Curriculum, including the statutory duties relating to religious education.

A. Charges for Optional Extras

1. Charges may be made for some activities including:
 - Education provided outside of school time that is not either part of the national curriculum; part of a syllabus for a prescribed public exam that the pupil is being prepared for at the school; or part of statutory religious education.
 - Examination entry fees if the pupil has not been prepared for that exam at the school.
 - Transport, excepting transport that is required to take the pupil to school or to alternative premises for education.
 - Board and lodging for residential visits.
 - Extended services, for example supervised after school clubs.
2. Charges for optional extras may include resources and facilities required for the optional extra. It may not include education that takes place during school hours.
3. Charges must not exceed the actual cost of providing the activity divided by the number of pupils participating, but may include up to a 2.5% charge to cover the actual costs of administration.
4. Participation in any optional extra activity will be on the basis of parental choice and agreement to meet the charges. Alternative education will continue to be provided for non-participating students at no extra cost where the optional extra activity takes place during school hours.
5. The cost of extra Music or Vocal Tuition opted for by parents/carers will be charged directly by the Tutor to parents.
6. In practical subjects such as Design & Technology, where the parent/carer has indicated in advance that they wish the pupil to own the finished article, School may make a charge, not exceeding the cost of the materials, or they may require the parents/carers to provide the materials.
7. If a pupil fails, without good reason, to complete the requirements for a public examination for which the pupil has been prepared and entered by the school, the fee will be recovered

from the parent/carer. Failure to complete the requirements will include failure to complete coursework requirements and/or failure to sit the final examination(s).

B. Remission of Charges for Optional Extras

1. Some remission of optional extra charges may be made at the appropriate Senior Leaders discretion, to support pupils who might otherwise be unable to participate due to individual financial and other exceptional circumstances. Applications for support should be addressed to the Senior Leadership Team.

C. Voluntary Contributions

1. The school may seek **voluntary** contributions in support of **any** school activity taking place during school hours. Requests to parents/carers must make it quite clear that the contributions would be voluntary. Every child will be given an equal chance to participate in the activity regardless of contribution. If the activity cannot be funded without such contributions it must be cancelled and this will be made clear to parents/carers from the outset.

D. Refunds

1. In relation to both residential and non-residential trips, the School will refund any surplus trip income that equates to over £10 per student. The immediate implementation of the following rules to be applied to all future trips and can be applied to any unsettled residential trips to date.
2. Requests from parents/carers for refunds of charges or contributions will be considered by the School Business Manager and where approved will be made electronically to the payee.