



Policies

Charging and Remissions Policy

Next review date – December 2023



Charging and Remissions Policy

HOLMES CHAPEL COMPREHENSIVE SCHOOL & SIXTH FORM COLLEGE

CHARGING AND REMISSIONS POLICY

1. School Trips

1.1. Day Trips. No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

1.2 Residential trips – Essential. For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

1.3 Residential trips – Non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the trip including contingency and school administrative costs.

2. Examination Entries

2.1 A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

2.2 A charge will be levied in respect of examination entries for pupils where

- The school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).

2.3 In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

2.4 A charge may be levied for pupils re-sitting an examination.

2.5 A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

2.6 A charge will be levied for the cost of individual invigilation where behaviour is deemed to be a risk of disruption to other pupils.

N.B. School reserves the right to withhold exam certification until payments are made.

3. Materials & Textbooks

3.1 Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used.

In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

3.2 A flat rate charge will be made for any unreturned text book once the pupil leaves school.

4. Music tuition.

4.1 The school may levy charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National

Curriculum or a public examination syllabus being followed by the pupil. 50% discount is available to pupils whose families are entitled to free school meals.

4.2 In most circumstances, the provision of individual music tuition will be via specialist music teachers who are separate contractors and the financial transactions will be between the parent/guardian and the individual contractor.

5. Activities Outside School Hours

5.1 No charge will be made for activities outside school hours that are part of the National

Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

5.2 If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

5.3 For all other activities outside school hours, a charge up to the cost of the activity will be levied.

6. Damage/Loss to Property

6.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair.

6.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or full cost levied against the school.

6.2 Transport will be costed out for all students. Three quotes will be retained for transport services and costs will be equally allocated to students using the service. Sixth Form students may be offered discounts.