

**CHARGING AND REMISSIONS POLICY**

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**Reviewed by: H Grandfield Business Manager**

**Statement of Intent**

Carleton High School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

This charging policy has been compiled in line with DfE requirements and in accordance with the Education Act 1996.

**Examination Entries**

A charge may be levied in respect of examination entries for students where:

* The school has prepared the student for the examination and it considers that for educational reasons the student should not be entered and the student’s parent/carer wishes the student to be entered. In these circumstances, if the student subsequently passes the examination, the school may refund the cost.
* A student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
* The examination is on the prescribed list but the student was not prepared for it at the school.
* The examination is not on the prescribed list but the school arranged for the pupil to take it.
* The School reserves the right to withhold exam certification until payments are made.

**Materials & Textbooks**

* Parents/Carers are asked to make a contribution towards the cost of materials/ingredients used in certain subjects e.g. Food Technology.
* Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

**Music Tuition**

* The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size, provided that the tuition is at the request of the student’s parents.

**School Trips**

* A voluntary contribution will be requested for activities during and 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.
* For all other activities outside school hours, a charge up to the cost of the activity will be levied.
* Residential Trips (Essential) – Trips which are essential to the National Curriculum, part of Religious Education or in preparation for prescribed examinations, a charge will be made for board and lodgings.
* Residential Trips (Non-essential) – A charge will be levied up to the full cost of the trip.
* Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

**Damage/Loss to Property**

* 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, or such lower cost as the Head of School may decide.
* 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 such lower cost as the Head of School may decide.

**Planners**

The School will provide each Student with a planner on a free of charge basis once per Academic year. A charge of £1.50 will be made for a replacement planner. The School reserve the right to amend this charge in line with the Supplier’s selling price applicable at the time of purchase.

**Sale of Other Equipment**

All students will be provided with a pack of “essential “stationery items (pen, pencil, ruler, rubber) as they join the school. Replacement items can be purchased from Student Services. Calculators are also available for Students to purchase. These items will normally be charged at cost.

**Remissions Policy**

* The Head of School may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances. We will aim to reduce the cost of a curriculum enhancing trip by up to 50%Applications for remission along with supporting information should be made to Student Services and will be treated in confidence.
* If there is a surplus balance on a trip once the accounts have been finalised and that balance equates to more than £10 per student a refund will be offered. The refund will be calculated by dividing the surplus balance by the number of students who have paid and attended the trip.
* When a student leaves the School, if there is a cafeteria balance in excess of £2, this will be refunded in cash to the student, providing a written request is received from the Parent/Carer PRIOR to the student leaving. If a written request is received after the student has left but within 1 month, a refund will be made by cheque providing that the balance exceeds £5.

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