

# The Clere School



## Charging & Remissions Policy

<b>Date of Policy Issue: April 2023</b>	<b>Date of Policy Review: April 2024</b>
<b>Approved by Whole Governing Body</b>	

### **Purpose**

This policy sets out to clarify the position of staff, students and parents on charging and receiving monies.

The charges involved include funds necessary for the enhancement of the school curriculum, (trips, additional classes, etc.) remuneration for materials used in the curriculum and financial liability for damage which occurs to school premises and property. The school seeks to ensure that no student is disadvantaged as regards their opportunities to participate in and benefit from school activities.

Although The Clere School is not a fee paying organisation there are times when a levy needs to be introduced for certain activities to take place. This is normally through the invitation of voluntary contributions towards trips which support the curriculum.

### **1. General**

With the exceptions indicated below, pupils and parents shall not be charged for the provision of education at The Clere School.

### **2. Ingredients/Components**

Where pupils are provided with ingredients or components for practical lessons, and the resultant product is to be retained by the pupil or parent, the school may charge the actual cost of, or alternatively may request the parents to supply, the ingredients or components concerned. This payment can be per item made and retained or by set sum per school year.

### **3. School Visits**

Where school visits are arranged as part of the normal curricular experience, during or largely during the school session, the school will request a voluntary contribution to cover the costs involved.

Where a parent does not wish to offer the contribution requested, this will not debar their child from participating in the activity, unless so many parents respond in the negative as to require the cancellation of the visit.

All visits and trips that take place outside of term time or school hours shall be chargeable at cost, including, where appropriate, costs of food, and for residential trips, accommodation.

Where a place has been booked for a visit or trip, and the pupil is subsequently withdrawn - either by the parent, or by the school, if in response to behavioural difficulties - the school will return all monies paid, but may withhold any costs which would otherwise fall on the school, such as compulsory deposits.

### **4. Duke of Edinburgh Award**

Pupils opting to undertake the Duke of Edinburgh Award are required to pay a participation fee, which includes registration fee, license fee, equipment contribution cost of resources and food for

expeditions, training fees, etc. Pupils who do not complete the course maybe offered a refund of any monies that are unspent at the stage of withdrawal.

**5. Music Tuition**

Fees will be charged for pupils opting to have music tuition outside of that provided within the curriculum. Fees will be payable in advance. No refunds will be available due to the school's commitment to the music service.

**6. Transport**

The school maintains contracts with transport service providers on behalf of parents to provide home to school transport for pupils who live outside the school catchment area. It is the school's intention to pass all costs on to parents for the out of catchment transport costs. However, currently the Governors have agreed the school will contribute a percentage towards the costs, which will decrease year on year.

**7. Examinations/Damage**

The Governors will seek to recover costs from parents whose children fail to attend an examination for which a fee has been paid. Where a pupil causes damage to school equipment, or to the school buildings, furniture, fixtures or fittings, whether deliberately, or through negligent or careless behavior, then the school will seek to recover costs of repair or replacement by the parents. In the event of genuine accident, no charge will be made.

**8. Equipment**

The school provides, without charge, access to equipment and materials in school, and such text books, exercise books, work-sheets, and stationery as are required, with the exceptions of pens, pencils, rubbers, rulers and the like, and calculators. Where items are issued without charge, and are lost or damaged, their replacement will be charged for at cost.

**9. Non-Uniform Days**

The school may hold a non uniform day as a means of raising funds for charitable purposes. A charge of £1 per pupil is made for the privilege of being allowed to attend school in casual clothing. This is not compulsory, although those who prefer not to contribute are asked to wear school uniform.

**10. Lettings**

The school will make its facilities available to outside users at a charge of at least providing the facilities. The scale of charges will be determined annually.

**11. Sundries**

The school charges for various sundry matters. Photocopies are available at a charge of 5p per copy. A number of departments sell equipment at cost price. Pupils attending the School Prom, or any School Production, are charged the normal ticket price. All of these are voluntary activities, and pupils who do not wish to use these opportunities are in no sense disadvantaged with regard to their education.

**12. Hardship**

Where the school considers there are circumstances of financial hardship, charges may be waived, or reduced, so as to ensure that no pupil lacks ingredients or components, misses a school visit or is refused instrumental tuition, because of an inability to pay.

Visits occurring largely outside the school sessions, shall not automatically be subject to this hardship policy, but may be, at the school's discretion.

**13. Delegation of Responsibilities**

Implementation of this policy is delegated to the Headteacher, and through to the staff of the school.