

**Caistor Grammar School**  
**Policy on Charging and Remissions**

**This Policy is intended to deal with charges to students only**

1. This policy has been formulated in accordance with guidance on 'Charging for School Activities (Departmental Advice from the Department for Education issued in October 2014).
2. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.
3. The School intends to charge to cover residential costs where a school activity involves students in nights away from home.
4. The School reserves its right to make charges for the following:
  - (a) the sale of items made from materials that belong to the School (eg work produced in Technology and Art);
  - (b) the entry fees for a candidate whom the school has refused to enter for an examination for educational reasons (eg because he/she has not made a reasonable effort in preparation);
  - (c) activities arranged by non-school organisations;
  - (d) activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education;
  - (e) the cost of entering a student for a public examination not prescribed in regulations, and for preparing the student for such an examination outside school hours;
  - (f) re-sits of prescribed public examinations where no further preparation has been provided by the school.
  - (g) the cost of any post examination services requested by parents or students.
  - (h) the cost of peripatetic music lessons.

Such charges will include a small administration fee for all educational visits and school trips, to contribute to the cost of coordinating and organising such activities.

5. The School considers itself free to seek voluntary contributions for the benefit of the School or in support of any school activity, whether during or outside school hours, residential or non-residential.

The terms for any request for contributions are to make it clear:

- (a) that there is no obligation to contribute; and
- (b) that students will not be treated differently according to whether or not their parents have made any contribution in response to the request.

- (c) that the activity may not take place if there are not sufficient contributions to pay for it.
- 6. The School will consider itself free to seek contributions towards the cost of breakages or defaced or damaged school property where this is caused by the wilful damage or reckless conduct of a student.
- 7.
  - (a) The School will make complete remission of the charges for residential costs associated with a school activity that is an essential part of the National Curriculum or of the syllabus of an approved examination for pupils whose parents receive income support, income based jobseeker's allowance, support under Part VI of the Immigration and Asylum Act 1999, child tax credit, provided the parent is not entitled to working tax credit and their annual income does not exceed the Government set amount, and guaranteed state pension credit.
  - (b) The School may consider remissions (full or partial) in other circumstances if representations are made to them through the Headmaster.
  - (c) Students which attract Pupil Premium Funding under the deprivation criteria will not be asked to contribute to essential curriculum trips or activities.
- 8. Appeal against any decision on matters associated with this policy should be made according to the complaints procedure.

*Amended and approved by the Governors Finance & Premises Committee at their meeting of 7 September 2009*

*Updated for the Finance Committee Meeting of 24<sup>th</sup> April 2017*

*Approved at the Full Governors' meeting on 8<sup>th</sup> May 2017.*