



# CAISTOR GRAMMAR SCHOOL CHARGING AND REMISSIONS POLICY

Approved by Full Governing Body on .....

Reviewed..... May 2019.....

Signed.....  
Chair of Governors

A handwritten signature in black ink, appearing to read 'A. B. King', is written over a dotted line. The signature is written in a cursive style.

**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 May 2018).
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, except where tuition for students learning to play musical instruments, if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;.

Such charges will include a small administration fee for all educational visits school trips and other charges, to contribute to the cost of coordinating and organising such activities. Where goods or activities are purchased through ParentMail the transaction fee associated with the item will be included when calculating the full cost of the item.

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.

*Updated and approved at the Full Governors' meeting on 8<sup>th</sup> May 2017.  
Reviewed 1 March 2018*