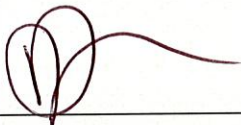





## CHARGING AND REMISSIONS POLICY

<b>Approved</b>	<b>November 2017</b>		
<b>Review Date</b>	<b>November 2019</b>		
<b>Signed (Headteacher)</b>		<b>Name</b>	V. Povey. 22/4/17.
<b>Signed (Chair of Local Governing Body)</b>		<b>Name</b>	Jeff Branton
<b>Signed (Company Secretary)</b>		<b>Name</b>	

### Terms of Reference:

This policy should be used in conjunction with the

- BHS Good Behaviour & Discipline Policy
- Health & Safety Policy
- Equal Opportunities Policy
- SEN Policy & Code of Practice
- Safeguarding Policy
- Medical Treatment of Students Policy

## **Charging Policy**

Charging will be permitted for the following activities:

- The full costs of board and lodging on residential visits.
- The full costs associated with individual or small group tuition in the playing of a musical instrument, whether in or out of School time
- The full costs of activities which take place wholly or mainly outside of 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 related to the National Curriculum or to Religious Education.
- In letters home, contributions to costs will be requested. A note will be added signposting parents to the pastoral office should they find payment difficult or impossible. Where costs are substantial a deposit and payment plan will be offered.
- The full costs of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside School hours.
- The full costs of re-sits of prescribed public examinations.
- The full costs of entering a student for a prescribed public examination where the Local Governing Body has decided there are educational reasons for not entering the student.
- If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.
- If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the School has paid an entry fee, the Local Governing Body may seek to recover the fee from the parent.
- The cost of ingredients or materials for practical subjects where the parents have indicated in advance a wish to own the finished product.
- The costs (full or partial at the School's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the School.

## **Remissions**

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body will consider remission in full or part of the cost of board and lodging for:

- Any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
- Any residential visits outside School time which are covered by the following criteria, where the education is provided:

- To fulfil any requirements specified in the syllabus for a prescribed public examination
- Specifically to fulfil statutory duties relating to the National Curriculum imposed by Section 10 (ii) of the Education Reform Act 1988
- The costs of one individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.
- Specifically to fulfil statutory duties relating to Religious Education imposed by Section 10 (i) b of the Education Reform Act 1988

The Headteacher may remit charges in full or in part to parents after considering specific hardship cases. The Headteacher invites parents to apply, in the strictest confidence, for the remission of charges in part or in full.

**Insurance**

Any insurance costs will be included in charges made for trips or activities.