



## CHARGING AND REMISSIONS POLICY

**This is a whole-school policy, within the framework of which the Primary School and the Nursery policies operate as appropriate.**

The Governors, Head and Staff of Queen Elizabeth's Grammar School strive to provide a high quality, rich and varied education supported by a wide variety of extra-curricular activities.

In order that as many pupils and students as possible participate in the programme of trips and activities it is necessary to seek contributions towards some, if not all, of the associated costs.

### **Education during school hours**

In general terms the provision of the school curriculum during normal school hours is funded by the ESFA.

#### Music Tuition

A charge will be made for music tuition for individuals and for groups of up to five pupils/students.

Where charging for tuition is appropriate, parental/carer agreement will be obtained in advance of the tuition being given.

#### Transport

Transport provided to carry students and pupils from home to school will be charged termly in advance. A half term's notice is required in writing before withdrawal of use of school transport.

Any transport provided in school hours to carry pupils and students between parts of the School's premises or between the School and any other place where education is to be provided by the School, will be provided free of charge. If a pupil/student makes use of transport not provided by the School to travel direct from home to an activity sanctioned, though not provided by the School, the parents/carers will normally be expected to meet the cost of such travel. An example would be travel direct from home to work experience.

No refund for the school bus service will be made in circumstances where the child is temporarily not attending school or using the service such as:

- if a pupil/student is excluded from School transport as a result of bad behaviour, or excluded from School either temporarily or permanently
- if the child is absent from school

If a pupil/student is sent home from a School trip because of unacceptable behaviour no refund will be made either for transport or any other costs associated with the trip. Parents/Carers will be expected to meet any additional costs incurred as a result of sending a pupil home from a trip, including those of an accompanying adult. (q.v. School Visits Policy)

### Charging in kind

The School will normally provide or pay for any materials, equipment etc which, in the opinion of the staff, are needed for practical subjects such as DT and Art. The School reserves the right to charge for materials if parents/carers have indicated, in advance, a wish to own the finished product.

### **Educational activities outside school hours**

Transport to school for sports fixtures or other extra-curricular activities which take part on school premises outside of school hours must be provided by parents/carers.

### Optional Extras

Charges may be made for education wholly or mainly outside school hours which does not fulfil the requirements of a syllabus for a prescribed public examination or the School's curriculum. Such education, for convenience, is defined as an optional extra, e.g. theatre, opera trips, sponsored cricket tours etc.

Participation in an optional extra will be on the basis of parental/carer choice. The agreement of parents/carers is therefore a necessary prerequisite for the provision of an optional extra for which charges are to be made.

The charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils/students willing to participate. The cost can include an appropriate element for:

- (a) travel costs
- (b) food and lodgings
- (c) materials, books, instruments and other equipment
- (d) support staff costs
- (e) entrance fees to museums, castles, theatres etc
- (f) insurance and bank charges

### Board and Lodgings

Where a School activity involves pupils/students in nights away from home, the School will normally make a charge for board and lodging.

### **Public Examinations**

No charge will be levied for examinations except where:

- (a) the School has not prepared the pupil/student for the examination in the year for which the entry is made.
- (b) the pupil/student has failed, for no good reason, to complete the requirements of the examination or to attend for it.
- (c) the pupil/student re-sits an examination.

For further details, see the School's policy, *Public Examination Entries*.

### **Breakages and Fines**

The School gives notice that damage caused by a pupil/student, other than fair wear and tear, may be separately invoiced and must be paid as an extra.

### **Remissions Policy**

It is the firm intention of the School that, in so far as finances allow, no pupil/student should be prevented from partaking in any organised school activity solely because of their parents'/carers' inability to help meet the cost. The School will seek to assist such pupils/students where reasonably possible.

Updated by Mr P Atkinson: 1<sup>st</sup> May 2018

Approved by Board of Governors: 17<sup>th</sup> May 2018