

**SHENFIELD  
HIGH SCHOOL**



**Shenfield High School**

# **Charging and Remissions Policy**

Adopted by Resources:	June 2018
Ratified by the Governing Body on:	July 2018

## **CHARGING AND REMISSIONS POLICY**

Shenfield High School is an academy school maintained by Government grant. The School therefore does not charge for the basic provision of education: tuition in School hours, stationery and specialist materials used in class.

However, parents will be charged by the School for:-

1. Wilful or irresponsible damage to, or loss of, School property caused by their child.
2. Travel and external tuition involved during extra-curricular trips voluntarily entered into.
3. Residential and catering costs incurred on any trip, whether or not part of an examination course.
4. Additional lessons and examination fees attendant upon playing a musical instrument or using the voice beyond those necessary for the study of National Curriculum KS3, GCSE or 'A' Level Music.
5. Materials necessary for the construction of artefacts or the preparation of meals where these are to be taken home for the enjoyment of the child and his/her family.
6. Examination entry fees, where the School
  - has not prepared the child for the examination;
  - has recommended the examination be set on a different, reasonable occasion;
  - has already paid for the child to sit that subject on a previous occasion;
  - has indicated to the parents, in good time, that the child has failed without good reason to complete the requirements of the examination and that failure has not been rectified by the deadline set by the relevant Examination Board;
  - has arranged for the examination to take place, but the child fails to attend without good reason.
7. Travel to and from School where no provision is made by the LEA.

Parents are expected to provide School uniform, specialist or protective dress (eg, PE kit, workshop aprons, goggles), basic writing equipment (eg, pens, pencils, erasers, rulers) and an electronic calculator.

### **Bad Debts**

Debtors will be pursued, if necessary, through the County Court.

## **School Trips**

The School will invite voluntary contributions to offset against the costs of curriculum based field work or other trips. This will be explained at the planning stage; no student will be left out of such a trip if a parent does not contribute, though such a trip may be cancelled altogether if sufficient funds are not forthcoming.

All School-based trips will be non-profit making but will be priced to cover all anticipated expenses.

Where the costs of a trip have been under-estimated, the School will absorb the loss and will not seek to levy late surcharges against parents.

## **Hardship**

The School will receive sympathetically requests for help from families in a position of genuine financial hardship.

Requests to remit charges levied for musical instrument lessons and curriculum based fieldwork will similarly be viewed sympathetically, but will require proof of income support. Remission will be limited to a part share of a total subsidy agreed by the Headteacher and Business Manager.

Requests for support with non-essential items or non-curriculum based trips will not be supported.