

GUILDFORD COUNTY SCHOOL

CHARGING AND REMISSION POLICY

1. INTRODUCTION

It is a statutory responsibility of the Governors to establish the school's policy regarding the charging for pupil activities and the remission of such charges in appropriate circumstances.

The purpose of this policy is to ensure that, during the school day, all children have full and free access to the school's curriculum. The policy is set in the context that the Governing Body:

- Recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.
- Aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

For the purposes of this policy statement the following terms are used:

- "Essential activities" means activities and resources required for the delivery of the school's curriculum.
- "Beneficial activities" means activities and resources which would be beneficial for the delivery of the school's curriculum but which are not essential.
- "Optional activities" means activities and resources used to benefit a pupil's wider education but not required as part of the school's curriculum.

2. RELATIONSHIP TO OTHER SCHOOL POLICIES

The policy complements the school's equal opportunities policy, curriculum policy and teaching & learning policy. (*Note: does the School have all these policies?*)

3. GENERAL PRINCIPLES TO BE FOLLOWED

- 3.1 The school will not charge for essential curriculum activities. All appropriate pupils must be included in the activity. Voluntary contributions may be requested.
- 3.2 The school reserves the right to charge for beneficial curriculum activities. Where budget resources are not available the school will ask parents for voluntary contributions and, if there is insufficient support, the school reserves the right to cancel the activity. However, once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions. The school will be willing to make a contribution (see remission of

charges below) to cover the marginal cost of pupils who are registered for free school meals and in other exceptional financial circumstances.

- 3.3 The school will charge for optional activities and will not make a contribution for any pupils (eg skiing trips).
- 3.4 The Headteacher shall be the final arbiter of the category of an activity.

4. INTERPRETATION OF THE PRINCIPLES

The School **will not charge** for:

- 4.1 Admissions to the school.
- 4.2 The cost of essential activities provided wholly or mainly during school hours, nor for books, materials and equipment essential for the curriculum.
- 4.3 The cost of transport to other locations when an essential activity requires that travel.
- 4.4 The use of the school's minibus.
- 4.5 Musical tuition where it is part of curriculum activities and takes place during school hours (ie instruments taught in class).
- 4.6 Fees relating to public examinations which are part of the curriculum and are being taken for the first time.
- 4.7 Fees relating to finding and assessing work experience opportunities.

The school **will charge** for:

- 4.8. Ingredients and materials used in Design & Technology and Art where the results are to be owned / consumed by the pupils or their families (or ask that raw materials are brought to school).
- 4.9. Books (for example revision guides or art sketch books) or other equipment (calculators) which are beneficial to the pupil or their course work.
- 4.10. Board and lodging on residential visits undertaken as part of essential or beneficial curriculum activities.
- 4.11. Musical tuition which does not fall within curriculum activities.
- 4.12. The re-taking of examinations. In addition, the school reserves the right to charge for 1st sitting examination fees where the student fails without good reason to complete the examination requirements.
- 4.13. Buses and other transport required for beneficial activities (or ask for voluntary contributions as appropriate).
- 4.14. The full cost to each pupil of all optional activities taking place outside school hours.

5. REMISSION OF CHARGES

- 5.1 The school will not make a charge to parents whose children are registered at the school as being eligible for free school meals for beneficial curriculum activities, nor for the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it is deemed to be an essential or beneficial activity.
- 5.2 The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chairman of Governors.

*This policy was approved by the Finance and Premises Committee in September 2008
It will be reviewed in three years time in September 2011*