

# Oaks Park High School

**Title of Policy:** Charging & Remission Policy

**Person responsible:** J Hamill

**Date for review:** 2017

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## **Introduction**

This policy has been approved in accordance with S457 of the Education Act, 1996.

## **School Trips**

### **Day Trips**

The education provided during school hours is free; therefore, no charge will be levied in respect of any visit which takes place during school hours. However a voluntary contribution will be levied to offset costs including travel; entrance fees; supply; photocopying; administration, etc. The visit may need to be cancelled if there are insufficient voluntary contributions to cover the total cost of the visit.

### **Residential Trips – Essential**

For residential trips that are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging. This will not exceed the actual cost of the provision.

### **Residential Trips - Non-Essential**

For residential trips that are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations and which take place wholly or mainly outside school hours, the full cost will be charged to each student.

## **Examination Entries**

A charge will be levied:

- for examination entries where the school has not prepared the student for the examination;
- where the school considers that for educational reasons the pupil should not be entered;
- where a student fails, without good reason, to complete the requirements of any public examination where the school has paid or agreed to pay the entry fee;
- where a student wishes to re-sit a whole examination or a module for which the school has paid the initial entry fee.

The charge levied in respect of the above will be the cost of the examination entry plus an administration fee to cover necessary expenses.

## **Materials for Art and Design and Technology**

Where a student or parent/carer wishes to retain items produced as a result of Art or Design and Technology, a charge will be levied for the cost of the materials used. In addition, a charge may be levied for the cost of certain ingredients.

## **Music Tuition**

At present the school levies charges in respect of individual music tuition and group music tuition up to and including 4 persons. The actual tuition is provided by Redbridge Music Service and/or teachers directly employed by the school. No charge is levied where music tuition is an essential part of the National Curriculum, or a prescribed public examination syllabus is being followed by the student.

A Level Music students may receive a 15 minute instrumental or singing lesson at school each week free of charge.

Remission of fees is available for those students in receipt of free school meals.

## **Activities outside of school hours**

No charge will be made for activities outside school hours which are part of the National Curriculum, RE or form an essential part of the syllabus for an approved examination.

If a student is prepared for an examination outside school hours which is not set out in regulations (the full list of which is available from the school) a charge will be levied for tuition and other costs.

For all other activities outside of school hours, a charge up to the cost of the activity may be levied.

## **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials); the charge to be the cost of replacement/ repair or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party where the cost has been recharged to the school; the charge to be the cost of replacement/ repair or such lower cost as the Headteacher may decide.

Where accidental damage to school property occurs, parents/carers will be requested to make a voluntary contribution to the school.

## **Voluntary Contributions**

Where the school cannot levy charges and it is not possible to provide these from within resources ordinarily available to the school, the school may request or invite parents/carers to make a contribution towards the cost of the activity. Students will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request or invitation.

## **Remission**

If the parent/carer is in receipt of Free School Meals, Income Support, Child Tax Credit, Income-based Jobseekers' Allowance (payable under the Jobseekers Act, 1995) or support under Part VI of the Immigration and Asylum Act 1999, charges in respect of board and lodging (S2), materials (S4), and activities outside school hours (S6) will be remitted in full.

The Headteacher, Finance and Personnel Committee or Governing Body may remit in full or in part, charges in respect of a student if, in the circumstances, it is considered reasonable.