



CHARGING AND REMISSIONS POLICY

2016/17

School **BEDALE HIGH SCHOOL**

Headteacher **MRS S REES**

Named personnel with designated responsibility for this policy

Academic year	Designated Senior Person	Nominated Governor	Chair of Governors
2015/16	Mrs S Rees	Mr G Price	Mr G Price
2016/17	Mrs S Rees	Mr G Price	Mr G Price

Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff
September 2017			

Date Ratified by Governors	Review Date
September 2014	September 2017

CHARGING AND REMISSIONS POLICY

The Governing Body of Bedale High School recognises its duty to provide statutory education free of charge to all students on the roll of Bedale High School under the terms of the 1988 Education Reform Act.

GENERAL PRINCIPLE

There will be no charge made by the school in respect of basic books, materials, equipment or instruments loaned to students in connection with statutory religious education, the study of the National Curriculum, or in preparation for prescribed public examination of courses taught at the school. No compulsory charge will be made for incidental transport in connection with these areas although voluntary contributions may be requested.

PUBLIC EXAMINATIONS

No charge will be made for the first entry in each public examination subject supported by the school.

The School reserves the right to make full charge on parents in the following circumstances:

- for any entries where the School has not prepared their child for examination in the year for which entry is made;
- for an entry if their child has failed to complete the coursework requirements of a subject;
- if their child fails to attend for part or all of the examination;
- for the cost of materials where their child has undertaken a free choice project and where the product will be taken into the ownership of the child or parents subsequent to completion of the course. In such circumstances, the liability for payment will be made clear to parents in advance of the start of the project.

DAMAGE TO OR LOSS OF SCHOOL PROPERTY

The School reserves the right to make full or part charge on parents for the costs of damage or loss of school property due to deliberate actions or neglect. The Headteacher will determine the level of charge.

VOLUNTARY CONTRIBUTIONS

The School may request voluntary contributions from parents for activities in or out of the school day for which compulsory charges cannot be levied but which can only proceed if the level of voluntary funding is sufficient.

In all circumstances where a voluntary contribution is requested, the letter of invitation will make that clear, together with any terms or conditions regarding deposits, frequency of payments and refunds. The School will ensure that no student is excluded from such activities by reason of inability or unwillingness to pay.

The recommended level of individual voluntary contributions set for any activity will be such that the total sum collected will not exceed the total cost of the activity. Should the total amount of the voluntary contributions fail to cover the costs of an activity, the School reserves the right to cancel the activity and refund all voluntary payments made in full.

If a child chooses to withdraw from a visit when a voluntary contribution has been made, and the School has used or committed the contribution for necessary payments in connection with the visit, the School will only refund that voluntary contribution if a replacement paying member of the group can be found. In such circumstances, the School will make every effort to find a suitable replacement. Where no costs are incurred through late withdrawal, then a refund will be made in full;

If a child is obliged to withdraw from a group due to unforeseen circumstances beyond the control of the child or his/her parents, then School will make best efforts to give a full refund.

ACTIVITIES WHOLLY OR MAINLY OUTSIDE SCHOOL HOURS

The School may charge in part or in full for activities which take place wholly or mainly outside school hours which are not:

- part of the National Curriculum; or
- statutory religious education; or
- a required part of a prescribed public examination course for which a student's entry has been supported by the School.

In calculating the individual level of charge, the School may include any essential teacher and preparation costs agreed by the Headteacher in the calculation. Where such costs are included in a charge, these will be made clear to parents and be itemised in the letter of invitation together with other identifiable costs, e.g. insurance.

In the case of such activities, there is no obligation on the School to include in the activity any student who does not meet the required charge in full.

SUBSIDIES AND SUPPORT

The decision as to the proportion of the global cost of an activity which will be met from the School's budget or from School Fund will be made by the Headteacher.

In the case of the use of agreed funds from the School's budget or from School Fund, the Headteacher will advise the Governors of such use of funds via the Finance Committee.

Cases of genuine financial hardship or need should not prevent students taking part in an activity. To this end, parents should be advised formally of the sources of support available and how to gain access to them before the start of each school year.

The staff of the School should use their knowledge of their students to alert the relevant Learning Leader of potential financial difficulties, which may handicap potential participants' so that informal and confidential contacts with home can be made. In this way, the School will seek to support financially disadvantaged students.

FUND-RAISING

The School will seek to support and acknowledge any fund-raising activities organised by the Friends of Bedale High School or any other community bodies.

Whilst the School will seek and encourage sponsorship, the nature and conditions of the sponsorship and of the sponsoring body will be considered by the Headteacher and Governors before entering into any formal commitment.

This policy supports the School Information Policy which also has a charging implication.

Reviewed **September 2014**

Review Date: **September 2017**