

THE SIR BERNARD LOVELL SCHOOL

CHARGES AND REMISSIONS POLICY

GOVERNORS' POLICY ON ADDITIONAL ACTIVITIES ORGANISED FOR STUDENTS

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

CHARGES:

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

School Journeys in School Hours

The board and lodging element of residential activities deemed to take place within school hours.

Activities outside School Hours

The full cost to each student of activities deemed to be optional extras taking place outside school hours, e.g. Weekend visits to the continent, youth hostelling, sailing club.

Individual Instrumental Tuition

The Governors affirm that their charging policy should be applied strictly to non-curricular instrumental lessons. Consideration will be given to providing financial support only in cases of very exceptional ability.

Instrumental lessons will be expected to be broadly self-financing, except where financial support has been approved as above. It is appreciated that some element of subsidy would arise by virtue of making a standard charge, but this should be kept to a minimum.

Where music is being taken as an exam subject, the Governors approve the payment of the cost of instrumental lessons in school where it is felt that a student will benefit from such lessons.

Charging in Kind

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: Art; Craft, Design and Technology; Food Technology; Textiles and Media Studies. The Governing Body will charge for ingredients and materials or require them to be provided if the parents/carers have indicated in advance that they wish to own the finished product. A termly charge will be made in each case.

Examination Fees

- Where a student has not been prepared for a prescribed public examination by the school, the Governing Body will make a charge for the cost of entering the student for the examination, as they can for entries to non-prescribed examinations whether or not prescribed by the school.
- If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Governing Body will recover the fee from the parents/carers.
- External candidates will normally be required to pay an administration and entry fee to the school in addition to any fees due to an awarding body.

General

- The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.
- Nothing in this policy statement precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.

REMISSIONS

Where the parents/carer of a student are in receipt of income support or family credit, and apply in writing for support, the Governing Body will remit in full the cost of board and lodging for any residential activity that it organises for the student if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents/carers to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

Voluntary Contributions towards Approved Educational Visits during the School Day

The Governors are agreed that parents should be invited to make voluntary contributions towards travelling and other expenses incurred in running non-residential and residential visits.

The Governors are further agreed that for these types of visit to go ahead then 90% of travelling and other costs will have to be met from voluntary parental contributions. Under exceptional circumstances the Chair of Curriculum Committee and the Head after discussion can use their discretion to authorise a visit if:

- a) it is in the best interest of all students.
- b) is considered to be more cost effective for the school.

For Foreign Exchange Visits, the Governors will normally expect 100% of travelling costs etc. to be met from voluntary contributions.

Under recent legislation, it now means that any Visit which is not funded by voluntary contributions to the minimum level agreed by the Governors will have to be cancelled for

everyone. Should a visit be cancelled then voluntary contributions made by parents/carers would be returned in full.

Because of the need to know well in advance of the likely contribution made by parents/carers - certainly before any transport is booked etc. - then parents/carers will be invited to make contributions much earlier than in the past. The school now cannot risk the loss of deposits because a trip has to be cancelled at the last minute.

Breakages, Damage, Loss of Books

The Governors wish to take this opportunity of reminding parents/carers that students are expected to treat all school property with care and respect. Should any unreasonable damage be caused by a student - or a book lost while in the possession of a student - then the economic cost of repairing, making good, or replacement will be expected from the student concerned.

Adopted: Date:
Head

Adopted: Date:
Chair of Governors

Reviewed: Date:
Head

Reviewed: Date:
Chair of Governors

This policy will be reviewed bi-annually.