

ST BARTHOLOMEW'S SCHOOL
CHARGING AND REMISSIONS POLICY

Reviewed by the Governors' Business Committee, Autumn 2023
Approved by the Full Governing Body, Autumn 2023
To be reviewed Autumn 2024

PURPOSE

To ensure that the School treats students equitably and in accordance with the law.

GUIDANCE

Under Education Legislation, no charge may be made for activities which occur within school hours, or when 50% or more of the period spent on the activity occurs in school hours

There are the following exceptions:

- The cost of board and lodging for field work associated with examination courses
- Examination fees for re-takes undertaken without preparation by the school and repeat entries e.g. when a student is taking an exam or module for the second or subsequent time.

There will be remission of these charges for students who receive the Pupil Premium Grant or Sixth Form Bursary.

It will be possible, however, for activities taking place in whole or in part within school hours to be financed by voluntary contributions. This is the way the School has financed a wide range of activities which the Governors consider valuable for students' education, and it is their hope that parents will continue to support these activities. No student whose parents have not made a contribution for a particular activity will be disadvantaged, but this does mean that unless the majority is willing to make contributions, the activity cannot take place.

The School

Governors reserve the right to ask parents to contribute to the cost of breakage, loss or damage to books, ICT or other school equipment or fabric of the building and its fixtures and fittings other than normal wear and tear. Governors also reserve the right to request that parents pay a donation to the purchasing of specific ICT equipment for their child to use in both school and at home. Separate guidance and agreements for donating towards the cost of ICT devices will be sent to parents.

Where parents indicate in advance that they wish to own the finished product of a practical activity, for example in Design Technology, they may be asked to provide or pay for the materials.

No student will be disadvantaged if a parent cannot contribute in this way.

Parents who have any questions about charging for school activities are asked to contact the Headteacher.

IMPLEMENTATION

The policy will be implemented by working through:

- The Academic Board – for field work;
- Examination Officer – for exam resits, etc.;
- ICT Manager – for ICT equipment and devices.

The Finance Manager will ensure that appropriate charges are levied including VAT when required by statutory regulations.

Agreed by the Full Governing Body at their meeting on 7th December, 2023