

THE PRIORY SCHOOL

Charging & Remissions Policy

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| Governors Committee: | Resources |
| Staff Responsible: | BGN |

CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES

Statement of Policy

The Priory School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

1. Board and lodging on residential visits

i. Charging

In the event of any residential visit being arranged directly by the school, it is the intention normally to charge the actual cost of providing board and lodging to each participating pupil. It will be for the school to determine its charging policy in relation to board and lodging on residential trips organised at school or college level.

ii. Remission

The school will observe the statutory requirement to remit any charges for board and lodging in the case of pupils whose parents are in receipt of income within the criteria of the Tax Credit Act 2002, where the activity is deemed to take place in school hours, or if it is out of hours but provided:

- a) to fulfil any requirements specified in the syllabus for a prescribed public examination; or
- b) specifically to fulfil statutory duties relating to the National Curriculum; or
- c) specifically to fulfil statutory duties relating to religious education

iii. The school reserves the right to remit some or all of the board and lodging costs of residential visits directly organised by the school in appropriate circumstances, for example when sponsorship or voluntary contributions enable a general reduction in charges. In such cases the criteria applied for remission will be made clear to parents and other interested parties and children will not be treated differently according to whether their parents have made a voluntary contribution

2. Individual tuition in the playing of a musical instrument.

Advice on the charges for individual tuition and small group's tuition during and after the school day can be obtained from the music department or from Music4Schools. This is administered in line with Surrey CC policy.

3. Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not

required in order to fulfil statutory duties relating to the national curriculum or to religious education.

i. Charging

It is the intention of this school normally to charge for optional extra activities directly. The basis for calculating the charge will be the proportionate cost where appropriate to each participating pupil for: travel costs; board and lodging; materials, books and equipment; entrance fees; insurance; non-teaching staff; staff who fall into the following categories:

- a) teaching staff engaged specifically by the school for the purpose of providing the activity;
- b) teaching staff employed by the school to provide individual instrumental music tuition; or
- c) teaching staff already employed by the school who have been engaged on a separate contract for services to provide the optional extra.

ii. Remission

The school reserves the right to remit some or all of the charges for optional extra activities where voluntary contributions, sponsorship or other forms of subsidy permit. In such cases the criteria applied for remission will be made clear to parents and other interested parties but children will not be treated differently according to whether their parents have made a voluntary contribution.

4. Cost of entering a pupil for a public examination

i. Charging

- a) A charge will be made for examination entries for prescribed public examinations for which pupils have not been prepared by the school.
- b) A charge will be made for double entry, except in the exceptional circumstances set out in Section B6 of the Surrey County Council Schools Manual.
- c) A charge will be made in respect of examination entries for examinations, which do not appear in the Approved List set out in Section B6 of the Surrey County Council Schools Manual.
- d) Entry fees paid or liable to be paid by the delegated budget will be recovered from parents when a pupil:
 - fails to complete course work; or
 - fails to attend examinations for other than duly certificated

medical reasons and thereby fails to complete the examination requirements for a public examination. In each case the basis for calculating the charge will be the actual cost of the entry fee.

iii. Remission

No charge will be made for entries for examinations listed in the approved list but which are not on the list of prescribed public examinations, subject to the conditions set out in the Surrey County Council Schools Manual.

In approved cases, no charge will be made for investigation of a particular examination result by the appropriate examination board(s).

5. Work experience

It is for the school to determine the extent to which parents should be asked to meet the cost of work experience travel costs where journeys are made direct from home, bearing in mind their arrangements for work experience.