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BISHOP VESEY'S GRAMMAR SCHOOL Charging and Remissions Policy

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Review prepared by:	Graham Swindells Finance Director & School Business Manager
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Signed by Chair of Finance and Estates Committee:	



BISHOP VESEY'S GRAMMAR SCHOOL **CHARGING AND REMISSIONS POLICY**

RATIONALE

The Governing Body of Bishop Vesey's Grammar School in our vision statement recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. We believe such enrichment builds student leadership, independence and resilience.

The Governing Body continues 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.

CONTEXT

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the School. No student may be left out of an activity because their parents cannot or will not make a contribution of any kind.

AIMS

- To make school activities accessible to students regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, students and the school and which acknowledges the cost of such activities to the school's budget.

CHARGES

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

a) Residential Activities Taking Place Largely During School Hours (for example the Year 7 Residential Trip).

The full cost to each student of board and lodging. Parents have the right to claim reduced fee activities if they are in receipt of the following state benefits:

- Income Support
- Income based Job Seekers Allowance
- Support under section VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided that working Tax Credit is not also received.

Evidence of state benefits will be required before any reduced fees are applied.

b) Activities outside School Hours

The full cost to each student of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum incl Match Fees.

c) Extra-Curricular and Optional Activities during School Hours

The full cost to each student of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

d) Individual Instrumental Tuition

The full cost (as detailed below) to the student for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

Rates for 2017/18 (per School Term) are:

- £95.25 Shared 2 Students 30 minutes
- £63.50 Shared 3 Students 30 minutes
- £48.25 Shared 4 Students 30 minutes
- £190.00 Individual 30 minutes

- £126.50 Individual 20 minutes

Sharing 30minute lesson is usually for Grades - Beginner to Grade 2

Parents are invoiced at the end of each term for term coming up so that we can receive payment before tuition starts. The Terms and Conditions for Instrumental and Vocal Lessons must be adhered to.

e) Revision Guides

The full cost of revision materials acquired through bulk purchase for use with GCSE & A Level Courses.

f) Text Books

The full cost of text books acquired by the individual pupil to facilitate annotation and personal study practices

g) Public Examinations

- a) Where no preparation has been provided by the school
- b) Where a student has engaged in a non-prescribed examination.

h) Re-sits for Public Examinations

- a) Where no further preparation has been provided by the school
- b) Where a student has not achieved the required standard or in the event of failure where the school has paid the original examination fee.

i) Breakages and Replacements

Full or part cost of breakages and replacements as a result of damages caused wilfully or negligently by pupils.

REMISSIONS

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to the School Fund. All students will be treated the same whether or not their parents have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship and or Pupil Premium entitlement. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chairman of Governors will make authorisation for such remission.

VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be requested from parents to cover the cost of any activity undertaken.

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 to make voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.