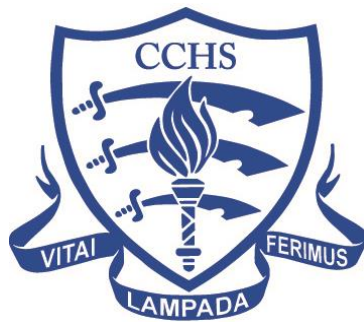


# Chelmsford County High School for Girls



## Charges & Remissions Policy

*Approved by the Governing Body: ~~February 2020~~*

# **Chelmsford County High School for Girls**

## **Charges and Remissions Policy**

### **GENERAL PRINCIPLE**

**State Education should be free.**

#### **Exceptions:**

- Private music lessons (in some cases)
- Some examination fees including re-sit fees
- Board and lodging
- Finished products
- Transport (in some very limited cases)
- Activities arranged by third parties
- Damage to school property
- Optional extras outside school hours
- Voluntary contributions

**N.B.** The main guidance in these matters is The Education Act 1996 and The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.

## **1. MUSIC LESSONS AND EXAMINATIONS**

Must be free if:

- in a class or group of five or more, or
- it forms part of the syllabus for a prescribed public examination or is required by the National Curriculum.

Otherwise a charge may be made for individual instrumental, vocal tuition or examinations.

## **2. EXAMINATION FEES**

A charge will be made for the following:

- re-marking (a refund will be made in the event of a higher mark being awarded and the school has recovered the fees);
- an examination (and any related costs) for which the student has not been prepared by the school;
- a re-sit;
- the fee of a student who fails without good reason (in the judgement of the Governing Body) to meet any examination requirements of that syllabus **including non-attendance**;
- the return of examination papers from the examination board at the student's or parent's instigation;
- late request for certification by the student or the parent;
- late withdrawal of an entry for an examination by the student or the parent;
- any examination, audition or test for entry into other educational or vocational establishment;
- the administration costs involved in any of the above. Details are available from the school.

## **3. BOARD & LODGING**

Where a school activity involves a student in a night away from home, a charge will be made which must not exceed the actual cost of the board and lodging for that student.

## **4. FINISHED PRODUCTS**

Where a parent has indicated in advance a desire to own a finished product made at school, the parent may be required to supply the ingredients or materials or be charged the cost thereof.

## **5. TRANSPORT**

Parents may be required to meet the cost of transport from home to an activity sanctioned but not provided by the school (e.g. travel to work experience).

## **6. ACTIVITIES ARRANGED BY THIRD PARTIES IN SCHOOL HOURS**

A "Third Party" is somebody other than the school. A Third Party who arranges an activity during school hours may make a charge for their services to the parents of the students who are released to participate.

## **7. DAMAGE TO PROPERTY**

A charge will be made to parents for the cost of repair to any property damaged by their daughter including wilful damage, or damage caused by misbehaviour.

## **8. OPTIONAL EXTRAS OUTSIDE SCHOOL HOURS**

For education provided as

- an option
- an addition
- wholly or mainly outside school hours

then some charges may be made. These will include a 10% administration charge.

### **(i) Option**

Participation must be on the basis of parents' choice and willingness to meet the charges made.

### **(ii) Addition**

Education provided to fulfil any requirements in the syllabus for a prescribed public examination or the statutory duties relating to the National Curriculum or Religious Education cannot be an extra and the only charge which can be made is for board and lodging. See 3 above.

### **(iii) Wholly or mainly outside school hours**

This amounts to more than half the time being spent outside the school day for a one day activity or more than half the possible half-days being outside school days for a residential activity.

## **9. VOLUNTARY CONTRIBUTIONS**

Voluntary contributions may be sought from parents in support of any school activity, in or out of school time, residential or not.

It is a statutory requirement that the terms of any request make it clear

- that there is no obligation to contribute.
- and
- that students will not be treated differently according to whether or not their parents have contributed.

It is perfectly proper to make it clear that the activity cannot take place without 100% or nearly 100% support.

There is no limit to the amount of the contribution or to the use which can be made of it. So, for example, it could include an element to pay for the reasonable costs of accompanying adults. An administration fee proportionate to the level of support required is included in the cost of all trips or activities. These fees are set at 5% or 10% charges for UK based activities and £10 or £15 per student for overseas trips.

Should an activity not proceed or be cancelled prior to the event, amounts paid in advance will be repaid in full less any unrecoverable expenses. A financial review is completed once an activity has taken place. If the final total costs result in a substantial surplus (a de minimis amount of £30 per student), a refund will be processed. Smaller amounts will be donated to the School Enrichment Fund.

## **10. REMISSIONS**

Any of these charges may be remitted in whole or part at the discretion of the Governing Body to parents in receipt of income support or family credit, or whose income is assessed at the level equivalent to qualify for these benefits. In these circumstances, application should be made to the Headteacher and this will be treated in confidence.

## **11. SERVICES PROVIDED TO STUDENTS WHO HAVE LEFT THE SCHOOL**

For services provided by the School for students who have left the school (typically Year 14 students) the following charges may be made:

### **Exam Retake Charges**

- Exam entry fee plus an additional £6 postage costs (registered post) for posting the certificates.
- If the Year 14 student cannot be accommodated in the same examination room as the current cohort – additional charge of £18 per hour to cover cost of an invigilator.
- Language Oral Examination / Reassessment of Coursework/Practical Examination/ UCAS Statement – charge of £38.00 per hour to cover the costs of the teacher's time.

### **Other**

- A general administration fee of £10 will be charged for all requests.
- A flat fee to be agreed in advance on a case-by-case basis between the School and the student to provide additional support for a specific purpose – e.g. university application.
- No fee for confirmation of attendance / examination results (if the information is available).