

THE CHARGING AND REMISSION POLICY

Date Approved by Governors	8 September 2016
Review Date	September 2017
Coordinator	HT
Principal Signature	Stephen Taylor

At the heart of all policies at The Family School are the following principles:

- Every young person in our school, whatever his or her personal circumstances can learn and achieve.
- Every young person in our school, whatever his or her self-perception and previous experiences, has academic and creative potential to become a valuable member of society.
- The key to learning at The Family School lies within the quality of the relationships between pupils, family members, staff and the intermediate agencies with whom we work.
- The success of our school is based on high expectations, mutual trust, caring for each other and taking responsibility.
- Every young person in our school is capable of becoming an agent for change in his or her local community.

Our vision is to provide our pupils with the confidence, academic progress, and ambition to take the next steps towards a successful and productive life and to be able to contribute positively within their local community and wider society.

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school outings (day excursions), residential trips and experiences of other environments, can make towards pupils' all round educational experience and their personal and social development.

Charging

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

- i *School outings and residential trips in school time:* the board and lodging element of the residential experience and outdoor pursuit courses;
- ii *Activities outside school hours:*
 - the full cost for each pupil of travel, accommodation and any other costs associated with outings or residential trips in the United Kingdom and abroad, which take place at weekends and during holidays and which are deemed to be optional extras.
- iii *Materials:* the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
- iv *Acts of vandalism and negligence:* the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil or parent;
- v *Examination or accreditation fees:* if a pupil has not regularly attended the lessons for a particular curriculum subject or extra-curricular activity, the examination fee may be requested, refundable if the pupil attends for examination or test.

If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any accreditation or examination for which the School has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

There may be a charge for accreditation or examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the School.

When charges are made for any activity, whether during or outside the school day, they will be based on actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

Remissions

Where the parent of a pupil is in receipt of qualifying state benefit(s), the Governing Body will remit in full the cost of board and lodging for any residential activity that is organised for the pupil and which takes place within school time. The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of

charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governors.

Insurance

Any insurance costs will be included in charges made for outing, residential trips or activities.

Voluntary contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary: that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received school activities may be cancelled.

Inability or unwillingness to pay

The Family School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.