

# THE BROXBOURNE SCHOOL

## CHARGING AND REMISSION POLICY

We aim to ensure that education in school is free and that activities offered wholly or mainly during normal school teaching time are available to all pupils regardless of the ability or willingness of their parents/carers to help meet the cost.

However, the school will continue to request voluntary contributions from parents towards activities organised by the school during school hours and the school has discretion to charge for optional activities provided wholly or mainly out of school hours

The school's equal opportunities policies are observed in implementing the policy.

### **Voluntary Contributions**

- The school has the right to invite voluntary contributions in support of activities organised by the school, whether during or outside school hours. Subsidies may be available for children whose parents/carers are in receipt of income support (IS), Income-based Jobseeker's Allowance (IBJSA), Support under part VI of the Immigration and Asylum Act 1999; Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules; the guaranteed element of State Pension
- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled
- Voluntary contributions may be sought for all consumable material used in Design Technology. The school may charge for, or require the supply of, ingredients or materials if parents have indicated in advance a wish to own the finished product
- The school will continue to invite voluntary contributions from parents/carers to the school fund

### **Optional activities**

- Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by those who wish to take part in the activity

### **Residential activities**

- The cost of providing board and lodging for pupils taking part in residential activities, during or outside normal hours, must be met in full by parents/carers. Subsidies may be available for children whose parents/carers are in receipt of income support (IS), Income-based Jobseeker's Allowance (IBJSA), Support under part VI of the Immigration and Asylum Act 1999; Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules; the guaranteed element of State Pension

### **Refunds**

- In the event of any pupil being withdrawn from a planned activity, trip or visit due to behavioural issues or having left the school, parents/carers will be responsible for any costs incurred by the school. If a pupil has been accepted on a trip but is subsequently not eligible to remain at the school, a full refund will be given.

### **Music Fees**

- Where music instrumental tuition is a voluntary activity, parents/carers will be charged. Hertfordshire Music Service fees are used as a guideline when setting charges. Details of their current fees are available from the Finance department. Parents/carers must give the school five weeks' notice in writing regarding the cessation of lessons or they will be charged for this period

- Missed lessons: A credit will only be issued when a lesson is missed due to a school activity or if the teacher is unavailable and unable to make up the lesson
- Where music instrument tuition is part of the syllabus for a prescribed public examination (e.g. GCSE, AS and A2), subsidies may be available for children whose parents/carers are in receipt of income support (IS), Income-based Jobseeker's Allowance (IBJSA), Support under part VI of the Immigration and Asylum Act 1999; Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules; the guaranteed element of State Pension

### **Public Examinations**

- The Headteacher will notify parents/guardians of the examinations entries as soon as practicable after the decision has been made
- Only a single entry per subject will be paid for by the School. Any additional entry or variation must be paid by the parent/carers
- If a pupil is being prepared for a non-prescribed examination with the parent/carers' agreement, the school will incur the cost of the examination
- The cost of any examination, where an external pupil has been entered but not prepared for the examination by the school, must be borne by the parent/carers
- If a parent/carer asks for examination results to be re-scrutinised, the cost must be borne by the parents/carers
- If a pupil fails to attend for an examination, then the parent/guardians will be requested to reimburse the school for the entry fees. Absence from an examination due to illness, validated with a Medical Certificate, will be accepted and no reimbursement of fees will be necessary

### **Textbooks**

- As part of their studies, pupils are allowed to borrow books from the Library and some subject departments free of charge. However, if the books are not returned, a replacement charge will be made

### **Breakages and damage to school property**

- The schools will charge parents/carers for the repair or replacement of school property damaged or defaced as a result of that pupil's unreasonable behaviour
- Any outstanding debts will remain on file and public examination certificates will not be released until settlement has been made
- Procedures may be changed as appropriate by the school

**Reviewed: Autumn 2017**  
**Ratified: Autumn 2017 (FC)**  
**Next review: Autumn 2019**