



St Ursula's Convent School

A Humanities College and Teaching School

CHARGING & REMISSIONS POLICY

Policy reviewed by:

**HEADTEACHER
GOVERNORS
SLT**

Reviewed	Agreed by Governing Body	Next review
March 2017	March 2017	March 2019

Charges for School Activities

Education should be made free of charge if it takes place mainly in school hours. However the school's policy is to make or permit to be made, charges for the activities defined in this document.

Curricular

- | | |
|--|---------------------------------|
| 1. Games and swimming during school time | No charge |
| 2. Materials for practical subjects where parents indicate that the child wishes to own the finished product | Charge to parents |
| 3. Cost of arranging additional work experience placements | Charge to parents |
| 4. Examination Re-entries | Charge to parents may incur |
| 5. Transport provided in connection with educational visit | Voluntary parental contribution |

Optional Extras

- | | |
|--|-------------------|
| 1) Individual/group instrumental/vocal music tuition | Charge to parents |
| a) Sheet music | Charge to parents |
| b) Insurance of school instruments on loan | Charge to parents |
| c) Instrumental/vocal examinations | Charge to parents |

NB. The above charges do not apply to Children in Local Authority Care (see Remissions policy for details).

- | | |
|--|------------------------|
| 2) Educational Visits: subject to parents' voluntary contributions to cover cost. Visits are subject to cancellation if insufficient funds are made available. | |
| 3) School Journeys: These are always voluntary: participation in such an activity will be on the basis of parental choice and a willingness on the part of the parent/carer to meet the charges in full. | Charge to parents |
| 4) Public Examinations where pupils were not prepared by the School. | Charge to parents |
| 5) Governors' Fund | Voluntary contribution |

Penalty Costs

- | | |
|--|-------------------|
| 1) Public Examinations - Recovery of fees wasted without good reason | Charge to parents |
| 2) Loss of books and equipment | Charge to parents |
| 3) Damage to school property through wilful or careless behaviour | Charge to parents |
| 4) Non-attendance to work experience placements | Charge to parents |

Remissions for School Activities Charges

St Ursula's offers pupils a wide variety of optional extras and school visits; as part of the school's commitment to equal access for all pupils and in line with DfE directives the following criteria are used when considering the remission of all or part of the cost of these activities to parents/carers.

Remission of charges to parents/carers for school activities, either in part or in full, applies in the following circumstances:

Optional Extras

- 1) Music Tuition.
Instrumental/vocal tuition fees are waived for Children in Local Authority Care where the tuition concerned takes place during school hours. Remission of fees does not apply to tuition received before or after school, lunchtimes, weekends or holidays.
- 2) Residential Visits (those which are classified as taking place during school hours).
Parents whose daughters receive Free School Meals may apply to the school for exemption from paying the cost of board and lodging.
- 3) School Journeys.
School Journeys which take place out of school hours are classified as Optional Extras; participation in such an activity will be on the basis of parental choice and a willingness on the part of the parent/carer to meet the charges in full: as such they do not qualify for remission of charges.

NB. All school visits are subject to cancellation in the event of insufficient funds.

For further guidance please refer to the 'Charging for School Activities' (May 2018) guidance document produced by the Department for Education and available on the gov.uk website:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf