

## CHARGING POLICY

**DURING SCHOOL HOURS** parents will be expected to pay for:

1. Individual music tuition except when it is specified in the syllabus of a prescribed public examination to fulfil statutory duties relating to the National Curriculum.
2. The board and lodging element of all residential visits.
3. Transport direct from home to an activity sanctioned though not provided by the LEA or school, such as work experience.
4. The cost of ingredients and materials where the parents have not indicated in advance that they do not wish to own the finished product.
5. Activities arranged by a third party.

**OUTSIDE SCHOOL HOURS** parents may be expected to pay for:

Optional Extras, providing participation in the optional extra is on the basis of parental choice and willingness to meet the charges.

[An Optional Extra is an activity that takes place wholly or mainly outside of school hours and which is unrelated to the syllabus requirements of a prescribed public examination or to statutory duties relating to the National Curriculum or Religious Studies.]

## **PUBLIC EXAMINATIONS**

In respect of public examination costs, parents will be expected to pay for:

1. Examination entry where the school has not prepared the student for a prescribed examination in that academic year. However, if the exam is a language entry, which is the student's mother tongue, then the school will pay for the exam entry and the cost of invigilation, if there is evidence that the student will achieve a worthwhile grade.
2. Entry for non-prescribed examinations.
3. The cost of re-scrutiny of examination papers when solely at the parent's request.
4. The recovery of entry fees where, without good cause, the student has failed to complete the examination requirements
5. The cost of re-entry for a module if it is the student/parents who wish to re-sit the exam (ie school will pay for the initial exam entry only) unless the school agrees to do otherwise.
6. Invigilation costs if the parents requested the exam entry and no other internal candidates are sitting exams.
7. In cases where parents would be liable to pay exam fees and/or invigilation costs, the school will try to establish the availability of an examination slot at another Federation school at no cost.

## **DAMAGE**

Parents will be required to reimburse the school for damage to school property for which their child is responsible.

## **VOLUNTARY CONTRIBUTIONS**

Parents may be asked to make voluntary contributions for school activities, and voluntarily to supply basic equipment such as pens, pencils, calculators, etc. There will be no limit on the level of voluntary contributions and no restriction on the use to be made of such contributions. There will be no discrimination against students whose parents do not contribute.

## **SCHOOL TRIPS/VISITS/ACTIVITIES**

In the event of surplus funds being left over on conclusion of a Trip/Activity on payment of all expenses, exceeding £10 per capita travelling, then a refund will be made to the student. Otherwise, any surplus funds will be used to support the future education and development of Worle Community School students.

## **REMISSIONS POLICY**

No charge, except board and lodging, can be levied for any education or associated activities carried out in relation to prescribed public examination requirements or to fulfil statutory duties relating to the National Curriculum or Religious Studies. However, voluntary contributions may be sought.

When parents are experiencing financial hardship and/or in receipt of family income support, family credit or free school meals, the level of charges and voluntary contributions requested may be reduced.

The Governors may on occasion better the terms of the above remissions policy and will leave to the discretion of the Head the decision as to what proportion of the costs of an activity should be charged to public or non-public funds.

Charging Policy Review Date April 2016