



# Elemore Hall School

<b>Policy Title</b>	<b>Charging and Remissions</b>
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<b>This version</b>	<b>September 2019</b>
<b>Approved by</b>	
<b>To be reviewed by</b>	<b>Finance, Personnel and School Environment Committee</b>
<b>Review Due</b>	<b>September 2021</b>



# CHARGING AND REMISSIONS POLICY

## INTRODUCTION

This policy aims to describe how the school intends to charge for any activity or event and how we will cancel fees where appropriate.

## DEFINITION

Elemore Hall School defines 'Charging' as any occasion where the school will charge parents/carers for an activity, event, etc connected with the school.

## RATIONALE

To assist parents/carers and the school it is helpful to have a policy that explains where charges will be made during a child's time at the school.

## CHARGING

School meals	no charge
Ingredients for Food Technology Lessons	no charge
Materials for Resistant Materials Lessons	no charge
Evening Activities	no charge
Residency at the school	no charge
Visitors into the school	no charge
Visits out of school as part of normal curricular activity	no charge (although we may very occasionally ask for a voluntary contribution towards costs)
Ad hoc visits out of school such as trips to the theatre or to see a football match not linked with the curriculum and not available to all	pupils will be expected to pay for the cost of the activity (eg, ticket price)
School Uniform	School will provide two sets of Hoodies and polo shirts to every pupil each year at no cost to parents/carers. Additional items are available from the school at cost price (or can be bought elsewhere)
Board and lodging on residential visits	No charge
Breakfast	No charge
Routine transport to and from school and to school organised activities and events	No charge
Examinations	No charge will be made unless a pupil fails, without good reason, to complete the requirements of an examination course where the fee has been paid

## **REMISSIONS**

For activities where there is a charge, parents on low incomes or in receipt of benefits should contact the school to find out about the support that the school can offer.

## **DAMAGE TO SCHOOL PROPERTY**

It is the school policy that after wilful damage caused by a pupil, a charge will be made to that individual or suitable recompense made by 'School service', which may involve the individual completing repairs or improvements. The aim of this is to teach personal responsibility and to keep such damage to a minimum.

The school aims to repair any damage quickly to maintain the building in good order and to deter pupils from causing any additional damage.

Occasionally the Headteacher may decide to involve the Police where damage appears to be wilful and the culprit is clearly identified. Only the Headteacher can decide to involve the Police regarding damage to school property if the incident has already occurred. If a pupil is in the act of causing significant damage then the Duty Coordinator can involve the Police but should, where possible, confer with the Headteacher or Deputy Head first.

Where appropriate an invoice will be sent to parents/carers to seek payment for repairs. When payment is not forthcoming, the school may pass the debt onto the local authority for them to issue collection proceedings.

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