
Charging & Remissions Policy – Treetops School

Date: October 2014



Charging & Remissions Policy

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

School Trips

- Day Trips. No compulsory charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

Residential trips

- Essential. For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
- Non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the trip including contingency and school administrative costs.
- School trips are funded through parents paying into the school office either through the Teacher or directly into the office.

Examination Entries

- A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- A charge will be levied in respect of examination entries for pupils where:

The school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).

- In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.
- A charge may be levied for pupils re-sitting an examination.
- A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- Treetops School reserves the right to withhold exam certification until payments are made.

Materials & Textbooks

- Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils pay for their ingredients directly to the Food Technology Assistant. If the ingredients are not paid for the cookery will not be sent home. Textbooks are provided free of charge.

Music Tuition

- The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. 50% discount is available to pupils whose families are entitled to free school meals.

Activities Outside School Hours

- No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

- A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- A charge may be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip which may include specific costs in relation to pupils with special needs. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However,

where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

Other charges

- The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

Remissions Policy

- The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Catering

The School has a catering contract. Pupils send in the money for school dinners on a daily or weekly basis, either through their teacher or through the main office.

School Uniform

- School uniform can be purchased through any store. Ties and school badges are available from the school office. PE kit can be purchased through Little Sproggs in Corringham.