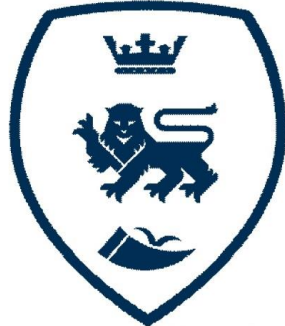


Pensby High School



PENSBY
HIGH SCHOOL
Respect Care Inspire

Charging and Remissions Policy

Submitted to Governing Body for approval:

Signed: _____ *Chair of Governors*

Signed: _____ *Headteacher*

Dated: _____

CHARGING AND REMISSIONS POLICY**Charging for school activities**

1. The Wirral ~~Children and Young People's Department~~ ~~Education Authority~~ and the school endorses the principle that education provided in maintained schools should be free and that no pupil's education should be affected by his or her parent's unwillingness or inability to pay or to contribute towards the cost of the pupil's education.
2. Pupils should not be required to pay for any materials, books, instruments or other equipment for use in connection with education provided during school hours; but schools may charge for or require the supply of ingredients or materials for practical subjects where parents have indicated in advance a wish to own the finished product.
3. Instrumental music tuition provided by the Authority's instrumental service shall be provided at a reasonable rate.
4. Voluntary Contributions will be sought to enable activities over and above the normal curriculum to occur.
5. (i) No charge shall be made for entry fees for prescribed public examinations for which registered pupils have been prepared at school. However, charges will be made in the following circumstances:
 - (a) for examinations for which the pupil has not been prepared at school;
 - (b) for examinations which are not prescribed;
 - (c) where the preparation provided by the school enables a pupil to enter for two or more examinations, the parents shall be charged for the cost of sitting the second and subsequent examinations; where fees vary, the parents shall be charged for the higher fees;
 - (d) if a pupil fails without good reason to complete all the examination requirements and is consequently ungraded in the examination.
 - (e) Where a candidate has expressed a wish to re-sit an examination.
- (ii) There shall be no remission of any charges levied in accordance with clauses (a) to (d) of paragraph 5 (i).
6. In respect of activities defined as 'optional extras' under the terms of the Education Reform Act 1988, charges may be made by the governors to cover the cost of board and lodging, travel, materials, books or other equipment, entrance fees, teaching and non-teaching staff and other costs attributable to the provision of the activity.
7. Travelling costs arising out of work experience placements, **will not be met** by the school. Parents are requested to meet these expenses.

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8. The amount of charges permitted by the Education Reform Act 1988 and the decision whether to remit any such charge shall be determined by the governors where the cost of provision of the optional extra or the board and lodging is met by or from funds at the disposal of the governors and in any other case by the LA.
9. Where charges, for example, for board and lodging, are to be remitted, the costs will be borne out of school funds.
10. Where damage is caused to the school building or school equipment, a nominal charge may be made except in the case of damage having been **caused wilfully**, when the governors reserve the right to **request reimbursement in full**.

~~Last Reviewed 15.02.07.~~

