



Pent Valley  
Surrenden  
Road  
Folkestone  
Kent CT19 4ED

## **CHARGING AND REMISSIONS POLICY**

Review Date 18<sup>th</sup> November 2015  
Next Review: November 2016

The school policy is set out below:

We aim to provide a broad, balanced curriculum for all the students within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependant on financial contributions in whole or part from parents and carers. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational experiences provided for the students

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. It is the policy of the Governing Body:

To levy, except where students are entitled to statutory remission, a charge for all board and lodging costs on residential visits (not to exceed the expected costs) see note 1.

1. To levy a proportionate charge for activities wholly or mainly outside school hours which are not part of the National Curriculum, statutory religious education or in preparation for prescribed public examinations.
2. To levy no charge for examination entries except where:
  1. the school has not prepared students for the examination in the year for which entry is made, or
  2. a student has failed, for no good reason, to complete the requirements of the examination or to attend it.
  3. a student and/or parent/guardian requests entry to an examination against the professional view of the school
3. To levy no charge in respect of books, materials, equipment instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at school, except where parents have indicated in advance their wish to purchase the product.
4. To request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no student is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution.
5. However, if a particular activity cannot take place without financial support from parents this will be explained at the planning stage. An activity may be cancelled if insufficient voluntary contributions are collected.
6. To seek payment from parents for damage to, or loss of, school property caused wilfully or negligently by their children.
7. To leave to the Head's decision, the proportion of costs for an activity which should be charged to public or non-public funds.
8. To delegate to the Chairman and the Head the determination of any individual case arising from the implementation of this policy.

## Refunds

In circumstances where a school activity has ended with a surplus of funds, these may be refunded to the parents/guardians who paid for the activity. The school will refund if the value of the refund is £5 or higher. The cost of administering prohibits any refunds less than £5 and we cannot issue cash. Refunds over £5 and up to £15 will be made to the students Parentpay account, refunds over £15 will be made by cheque.

Where a parent/guardian requests a student's withdrawal from a trip, any deposit paid will be non-refundable. In addition, unless a replacement is found, the parents will be liable to any costs incurred to date.

## Notes

1 This is with the exception of pupils whose parents are receiving the benefit of Free School Meals. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

## Review

This policy is reviewed annually by the Governors and may be amended if appropriate. Any eventuality not covered for by this policy will be considered by the Head and Governors and a decision made in line with the LA Policy on charging.