



PARK VIEW SCHOOL

Charging and Remissions Policy

2011-12

Residential Courses in School Time

Where a school activity involves pupils being away from home for the night, parents will be asked for voluntary contributions for board and lodging. Any charges must not exceed the actual cost of providing the board and lodging. Activity trips will be reliant on these contributions if they are to continue; more on this matter is included in the separate Trips Policy. Parents will be advised that the Governors will remit charges if parents are in receipt of Income Support, income based Job Seekers Allowance or Family Tax Credits.

Trips during School Time

Parents will be asked for voluntary contributions for school trips during school time where they are being used to supplement the curriculum.

Activities Outside School Hours not within the National Curriculum

Participation is on the basis of parental choice and willingness to meet the cost. Agreement of parents is a necessary prerequisite for this provision and contributions will be required.

Individual Music Tuition

Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

Vocal Tuition

Individual group vocal tuition, which is provided during school hours, will be provided free of charge. Where vocal tuition is provided outside school hours and is not required as an integral part of the syllabus for a prescribed public examination, or by the National Curriculum, a charge will be made.

Dual Examination Entries

Where the preparation provided by a school would enable a pupil to take two or more alternative examinations in syllabuses for prescribed public examinations, the school may charge for second and subsequent entries.

Extra Examination Entries and Results without Tuition

Where the Governing Body agrees to enter a pupil for a prescribed public examination for which he or she has not been prepared by the School, the cost of the entry for the

examination will be passed on to the parents. Where further preparation is provided to a student to resit an examination, no charge will be made.

Wasted Examination Entries

Charges will be made to parents except in the case of certificated illness or at the Head teacher's discretion in substantiated exceptional circumstances.

Exam Re-Sits

All exam re-sits for Sixth Formers will be paid for by parents, except GCSE re-sits. In exceptional circumstances only, where parents are experiencing financial hardship, the School may help with payment, but this would be at the sole discretion of the Headteacher.

Ingredients or Materials for Practical Subjects

Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

Lost School Equipment, Books etc

Parents will be expected to replace or pay for the cost of lost items of School property.

Breakages and Damage to School Buildings, Furniture or Property

Parents will be charged for damage caused as a result of a pupil's behaviour.

Optional Extras

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity divided by the number of pupils willing to participate. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

The charge can include an appropriate element for:

- the pupil's travel costs
- the pupil's board and lodging costs
- the materials, books, instruments and other equipment needed
- support staff costs
- entrance fees to museums, theatres etc
- insurance costs

Any charge may also take into account the cost of engaging teaching staff specifically for that activity.