

The Friary School

CHARGING & REMISSIONS POLICY



Introduction

This policy is designed to provide clarity to the processes and considerations around charging and remissions at the school.

Key Principles

The Governors endorse that no student should have access to the core curriculum limited by charges. The intention throughout is to establish and maintain a fair and coherent system of charges within the constraints of the school budget.

Requests for help from parents on welfare benefits will be considered and assistance provided in confidence wherever possible.

Practice

Charges will not be made for any activities which form part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.

Activities which are wholly or mainly within school hours should not normally be chargeable. However, instrumental music tuition and/or loan of instruments will be charged

In practical subjects, parents may be asked for the full or partial cost of materials or ingredients, or if they have indicated in advance that they wish to own the finished product.

All deposit payments will be specified as such and will be non-refundable in order to ensure the school is not left liable for monies incurred by a student / parent decision to withdraw from an activity.

Trips & Residential

Voluntary contributions may be invited for trips or activities which take place mainly within school hours and, though no student will be excluded because of the ability to pay, a trip may be cancelled if the level of contributions does not meet budgetary requirements.

Trips which take place mainly out of school hours are usually chargeable.

Residential will always include charges for board, lodging and travel costs, subject to statutory exceptions.

Examination Entries

The cost of examination entries for subjects taught within the school will normally be met by the school.

Students who absent themselves from an examination without a valid reason will be charged the appropriate entry fee.

Students who wish to re-sit an examination in order to improve their original grade will be asked to pay the entry fee.

The school will pay fees incurred in connection with any externally linked courses instigated by the school and will consider assistance with any additional transport costs on an individual basis.

Music Tuition

The Governors are determined, at a time of financial constraint, to support the provision of instrument tuition in the school and to do so by instituting charging arrangements.

The Governors seek, by charging fees to those with parental responsibility, to re-coup a proportion of the charges upon the school budget of instrumental tuition.

On the understanding that a lesson lasts for 25 minutes and 36 lessons are guaranteed during the academic year, the cost per lesson to the school will be £10.42. The parental contribution per lesson will be £6.66 based on the annual charge of £240.00.

Payment for lessons is due in advance - with all payments to be made to 'Staffordshire County Council'.

Under a separate arrangement instruments are available for hire for which there would be a charge. The Head of Music will be contacted when this needs to be arranged.

Where appropriate remissions for charges may apply. Each case will be considered individually by the Head of Music and the Headteacher. Remission may consist of part or all of the fees, according to circumstances, being paid through Pupil Premium funding where available. All questions of remission will be dealt with in the strictest confidence.

The Governors reserve the right to withdraw lessons in cases where the tuition fees are not paid by the appointed date.

The Governors cannot guarantee to offer music tuition to all claimants since the service is subject to limitation of resources and availability of teachers.

There is a maximum of four students in any group where students receive instrumental tuition.

Where a student misses lessons for reasons over which the school has no control, (Eg - because of an illness or holiday) there is no reimbursement or carry-over of fees.

When students sign up for instrumental tuition, the commitment is for the entire academic year and there can be no refunds.

Further Information

If any parent / carer requires further information relating to charging or remissions they should direct their enquiry to Wendy Bennett, School Business Manager, via school reception (Tel - 01543 267 400).

Reviewed By	Policies & Procedures Committee	Implementation Date	Oct 2018	Review Date	Oct 2021
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