

# Herne Bay High School

## Charging and Remissions Policy

Policy reviewed by	J Butler	Date of last review	June 2022	Date of next review	July 2023	Date of policy ratification by Governors	July 2022
--------------------	----------	---------------------	-----------	---------------------	-----------	--	-----------

The Governing Body recognises the valuable contribution that a wide range of activities including trips and residential experiences, can make towards students' personal and social education and therefore aims to provide activities as part of a broad curriculum and as additional, optional extras.

The Academy, in providing a range of such activities reserves the right to make a charge for certain activities.

### Charges

#### Optional Extras and Residential Trips

A range of activities are provided outside of the compulsory curriculum. Parents/carers will be notified of any activities and asked to consent to participation and to make a contribution. The charge will depend of the type of activity and the number of participants and will not exceed the total cost of providing it. Charges may include travel, board and lodging, materials, books, instruments and other equipment, extra staff costs and entrance fees to museums, theatres etc.

In the cases of an activity being provided to fulfil any requirements specified by an examination syllabus or to fulfil statutory duties relating to the National Curriculum then it is not regarded as an optional extra and only board and lodging charges may be made.

#### Materials, Equipment and Ingredients

The Academy reserves the right to request a voluntary contribution towards the cost of materials, equipment and ingredients relating to activities taking place in school hours for example during design and food technology lessons.

#### Examination Fees

No charge will be made for the first attempt at a prescribed public examination for which the student has been prepared by the Academy. If the decision is taken by the school for students to retake an exam then the school will pay, if the student requests to retake an exam for self-improvement then they will be required to pay for this.

#### Music Tuition

A charge will be made directly by the tutor to the parent/carer for individual tuition received by students whether in or out of school hours.

#### Damage and Loss of Equipment

The cost of repairing damage and replacing school property is the responsibility of the parent/carer when the damage, loss or defacement is the result of their child's behaviour or negligence.

#### Facilities Hire

The Academy may arrange to let its premises and facilities to members of the local community, sports clubs, charities, businesses and other organisations. See Lettings Policy.

**Professional Services**

The Academy may make a charge to other schools for services it provides.

## Other Charges

The Academy will charge:

- £3 to replace lost or damaged catering/printing cards.
- £8 refundable deposit for a locker
- £2 per year for locker use
- £8 for a replacement locker key

The Academy requests the following voluntary contributions from parents/carers:

Design Technology Materials in KS3 £13 (requested in Year 7). Technology Materials in KS4, Design Technology £15, Engineering £15 (requested in Year 10).

Catering Materials in Year 7	£13
Catering Materials in Year 8	£15
Catering Materials in Year 9	£15
Catering Materials in Year 10 (per H&C and FPC course)	£36
Catering Materials in Year 11. There is no charge as students bring their own ingredients.	

Please note that the catering costs are approximate and may vary depending on recipes followed/exam board requirements

Swimming in Year 7	£13
--------------------	-----

Nothing in this policy precludes the Academy from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.

## Remissions

Parents/carers may apply to the Academy for remission of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This is available on a case by case basis. The Academy may at its discretion, from time to time decide to remit all or part of the cost of activities involving particular students.

In cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made, parents/carers may apply in confidence for the remission of charges in part or in full. In the case of school visits a subsidy of 75% may be made by the school on request.

In exceptional circumstances, at the discretion of the Principal, students may be given full remission of charges.

Authorisation of remission will be made by the Principal or the Director of Finance & Resources and parents/carers will have the right of appeal to the Governing Body.

In the case of uniform support, the pupil must at least:

- Have more than one term remaining at Herne Bay High School OR
- Be starting at the school the following term.

## Uniform

A voucher will be supplied to parents/carers of all new year 7 students to subsidise the cost of purchasing uniform items.