

# Kings Langley School



## Charging & Remission Policy & Procedures

Review Date: July 2017

## A. Policy Title: Charging and Remission Policy and Procedures

**Character Development: Commitment to Equality and Diversity** - This school is founded on a set of fundamental values designed to enable all students and adults connected with our community to flourish and succeed, regardless of background or circumstances. We are determined to be open to people, places, methods and ideas—and as such, equality and diversity are at the heart of everything we do. Our continued dedication to social justice and equality of opportunity is embodied in everything we do.

We are creating an **inclusive** school community where:

- People are treated with dignity and respect
- Inequalities are challenged
- We anticipate, and respond positively to, different needs and circumstances so that everyone can achieve their potential
- We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.
- We recognise that patterns of under achievement at any level and differences in outcomes can be challenged through positive intervention activities designed to bridge gaps.
- We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.
- We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision.

## B. Rationale

The Governors of Kings Langley School have determined their policy for charging and remission of fees.

This policy statement, together with notes for guidance, is set out below and it should be understood that the notes for guidance constitute an integral part of this policy. The policy shall be reviewed as and when necessary.

This policy exists to provide a framework for supporting our stated aim of “ensuring the happiness of every individual in our community”, to promote a climate which enables all students to flourish, regardless of ability or special needs, and supports our desired outcomes of developing "strong character".

### **C. Purpose**

It is the policy of the Governors of Kings Langley School to charge pupils at full cost for all activities which are deemed to take place outside school hours unless the activity is required to fulfill:

- a) Any requirements specified in the syllabus of a prescribed examination.
- b) Any statutory duties relating to the National Curriculum.
- c) Any statutory duties relating to religious education.
- d) Any additional revision or study support lessons provided outside of the classroom which are directly related to examination preparation.

Remission of these charges will be made in cases where the Governors are obliged to do so; for example, during a residential activity a reduced charge for board and lodgings can be made to parent/guardians who are in receipt of income related benefits. Voluntary contributions may be invited for all activities which take place during or outside the school day and for which no charge can legally be imposed.

At the Headteacher's discretion, remission of charges (in part or in full) may be made for trips or activities outside of the guidelines suggested above. For example, the Headteacher may authorise full or part remission for an outdoor activity (such as a Duke of Edinburgh Expedition) when considering the individual circumstances of the child and family and any related pastoral needs. Such a remission would be made when related pastoral issues were of relevant importance, for example, as part of a pastoral support plan where the student's behaviour and personal development were being managed. The Headteacher will only authorise such remissions when sufficient funds are available and where he is satisfied that the family suffer qualifying financial hardship (receiving income related benefits, free school meals etc). For any amounts above £200, the Headteacher will consult the Governors' Resources Committee. In all cases, a full report of remissions made in an academic year will be available for governors' scrutiny.

### **D. Guidelines for Implementation**

- Music fees: Individual music instrument tuition is a voluntary activity. The Governors will therefore not remit charges. Parent/guardians must give the school a half term's notice regarding cessation of lessons; otherwise a charge will be made. This notice must be in writing and a proof of receipt of notice must be returned by the school to the parents/guardians.  
The School supports students studying for GCSE Level by paying 0.25 hour per week towards their practical music lessons and students studying for A Level by paying 0.5 hour per week towards their practical music lessons. However, from September 2016, due to the reduction in Government funding to schools budgets, parents/carers will be asked to contribute a third of the cost of GCSE music tuition.

- Public examinations: The Headteacher will notify parent/guardians of the examinations entries as soon as practicable after the decision has been made.
- Only a single entry per subject (includes modular unit entries) will be paid for by the School. Any additional entry or variation must be paid by the parent/guardians.
- If a pupil is being prepared for a non-prescribed examination, with the parent/guardians' agreement, a charge will be made to the parent/guardians for the entry.
- The cost of any examination where the pupil has been entered by the school, but NOT prepared for the examination by the school, must be borne by the parent/guardians.
- If parents/guardians ask for examination results to be scrutinised or remarked the cost must be borne by the parent/guardians. In cases where the school asks for a remark, no charges will be made.
- If a pupil fails to attend for an examination, or fails to complete the course work or other requirements which prevent him/her receiving a graded result then the parents/guardians will be requested to reimburse the school for the entry fees. Absence from an examination due to illness, validated with a Medical Certificate, will be accepted and no reimbursement of fees will be necessary.
- Where a student or parent/guardian requests to retake a public examination or part of an examination (module), the school will charge the full entry fee. However, if the student resits the examination at the request of the school (for example, if teaching has been interrupted for some unforeseen reason), no charge will be made.
- Breakages and damage to school property: The Governors will charge parent/guardians an amount up to the full costs (including any overheads) of repair or replacement of school property damaged or defaced as a result of that pupil's unreasonable behaviour. The amount charged will be determined by the Headteacher, taking into account the specific individual circumstances leading to the breakage.
- Technology: Pupils intending to take home anything produced in a lesson where raw materials or ingredients are required must declare this intention in advance and either pay for or provide those raw materials.
- The sale of books and equipment by departments to pupils are permitted at cost (including administration and other reasonable costs incurred by the school). However, no books can be sold to a student if they are deemed necessary for course study – these books or other printed materials (including electronic media, such as DVDs) must be provided free of charge.
- The provision of Data Protection Information to parents: If a pupil or parent acting on their behalf makes a subject access request for personal information containing, in whole or part, the child's educational record, the amount that can be charged depends on the number of pages provided. Guidance and a fee scale can be viewed on the Information Commissioner's Office website at [www.ico.gov.uk](http://www.ico.gov.uk). If a parent exercises their independent right under the Regulations simply to view the educational record, then this should be free of charge.

Following the regular review of the above procedures, the school may decide to change elements contained within this policy. Parents will be notified of any changes in writing (via the school newsletters) and a copy of the reviewed policy placed on the school website.