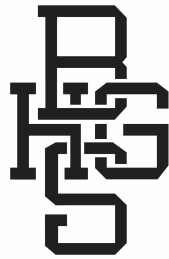


# **BISHOP'S HATFIELD GIRLS' SCHOOL**

## **CHARGING AND REMISSIONS' POLICY**



<b>Date of last review:</b>	<b>Autumn Term 2021</b>
<b>Date of next review:</b>	<b>Autumn Term 2023</b>
<b>Adopted by Governors:</b>	<b>10th November 2021</b>

## **The Charging Policy**

**BHGS** charges for the following areas of activity as permitted under the Education Act 1996:

- board and lodging on residential visits
- costs incurred in providing individual tuition in learning and playing a musical instrument whether in or out of school hours
- optional extra activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination, and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education, participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made
- the cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours
- the cost of re-sits of prescribed public examinations where no further preparation in terms of timetabled lesson time has been provided by the school
- the cost of entering a pupil for a second public examination when preparation by the school enables the pupil to take more than one examination
- the cost of examination late entry or amendment fees depending on the reason for lateness or change
- the cost of any scrutiny of examination results if so requested by parents
- the cost of any books (eg literature texts) where pupils will need to make annotations in the books as part of their learning
- the cost in cash or in kind of ingredients and materials needed for practical subjects such as food or art and design if parents have indicated in advance a wish to own the finished product.

### **Additionally:**

- the cost of repairs or replacements to buildings, furniture and learning resources where wilful damage or loss has been caused by a pupil.

## **The Remissions' Policy**

Pupils who qualify for Pupil Premium or Free School Meals and sixth form students in receipt of a discretionary 16-19 Bursary will receive the following support:

- Full remission of the charge for the board and lodging costs of a residential visit, where the education on that visit must otherwise be provided free. For example, this applies if the activity takes place wholly or mainly in school hours, and/or is provided as part of the syllabus for a prescribed public examination, or is required in order to fulfil statutory duties relating to the National Curriculum or to religious education.
- Partial remission of the cost of a trip or visit which is curriculum related and for which we would request voluntary parental contributions. Parents will be notified of the amount of remission on offer in the initial letter relating to any activity.
- Partial remission of the cost of individual music tuition where the Local Authority's remission policy does not fully cover the cost of such tuition, and where such tuition is required to support Music GCSE or A level or for individual cases which combine talent with need and there is evidence of continued good attendance .
- Full remission of the charge for the cost of books as part of pupils' learning and where they will need to make annotations such as set English texts and GCSE revision guides.
- Partial remission of the charge for ingredients or materials needed for practical subjects.

The school will where possible provide other support to those qualifying for Pupil Premium and Free School Meals on request where the request relates directly to educational activities. The amount of funding available to support these activities will be determined at the start of the academic year and subject to the allocation of PP funding and the number of planned activities.

### **Additional considerations**

The governing body recognises its responsibilities to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- We have established a system for parents to pay in instalments
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection. However, priority will be given to those who meet the deadline for applications for any activity.

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There exists a Local Authority's remission policy in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from the Hertfordshire Music Service.