

Policy Title:	Charging and Remissions
Function:	Information and guidance
Status:	Approved
Audience:	Students, Parents, Councillors, Principal, Teachers, Support Staff, Local Authority
Ownership / Implementation:	The Principal and the Governing Body have overall responsibility for ensuring that this policy is implemented.
Issued for:	Approved
Implementation Date:	November 2013
Review period:	Bi-annually
Last Reviewed:	August 2016

1 Introduction

- 1.1 Compass School Southwark (CSS) recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential stays and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

2 Charging

- 2.1 CSS reserve the right to make a charge in the following circumstances for activities organised by the school:
- i **School trips and residential stays:** the board and lodging element of the residential experience and outdoor pursuit courses;
 - ii **Activities outside school hours:** the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
 - iii **Uniform and sports kit:** the full cost for student uniform and sports wear and equipment;
 - iv **Equipment and materials:** the cost of materials or ingredients for use in any curriculum area;
 - v **Acts of vandalism and negligence:** the school reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
 - vi **Examination fees:** if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. Further details on examination fees will be provided when this becomes relevant (academic year 2015-16 at the earliest).
 - vii **Music lessons:** the cost of music lessons outside of group enrichment activities.
 - viii Any other activities that take place during school time and incur an extra cost to the school.

3 Remissions

- 3.1 Where the student is eligible for the pupil premium, CSS will consider the partial or full remittance of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
- 3.2 CSS will also consider the partial or full remittance for other equipment students require in order to participate in school life. This includes specific equipment and uniform.
- 3.2 CSS may remit charges in full or in part to other parents after considering other specific hardship cases. CSS invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Governing Body, as appropriate.

4 Insurance

- 4.1 Any insurance costs will be included in charges made for trips or activities.

5 Voluntary contributions

- 5.1 Nothing in this policy statement precludes CSS from inviting parents to make voluntary contributions. CSS should make clear that such contributions are voluntary, and that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

6 Monitoring, Evaluation and Review

- 6.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.