

COLCHESTER ROYAL GRAMMAR SCHOOL

CHARGING AND REMISSIONS POLICY FOR EDUCATIONAL ACTIVITIES

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a student's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. The Governing Body will abide by the statutory regulations and keep under review its Charging and Remissions Policy.

1. Materials & Textbooks

Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made. Students who wish to annotate their set literary texts will have to purchase the texts. A charge will be made if a text book is not returned or is returned in an unsatisfactory condition.

2. Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. The cost is available from the Finance Office.

3. Voluntary Contributions

Although schools cannot charge for school time activities, the school may invite parents and others to make voluntary contributions. All requests to parents for voluntary contributions make it clear that contributions are voluntary and that children of parents that do not contribute will not be treated differently. If the cost of an activity is not covered by voluntary contributions, the trip may be cancelled.

4. Residential Activities

For residential trips which are essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations, a charge will be levied for board and lodging only.

For residential trips which are not essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations, a charge will be levied to cover the costs of the activity.

5. Activities Outside School Hours

A charge may be made for non-residential activities which take place outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non teaching) engaged specifically for the activity.

6. Examination Entries

A charge will be levied in respect of examination entries for students who are re-sitting modules. A charge will be levied where a student requests a remark or the return of a script.

7. Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headmaster may decide.

8. Lettings

The scale of charges will be determined annually by the Finance Committee.

9. Other Charges

The Headmaster, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

10. Remissions Policy

The Headmaster, Finance Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances. If parents have difficulty in paying they should not hesitate to write to the Headmaster. The school will advise as to what help might be available. All remissions must be authorised in advance by the Headmaster.

The Headmaster, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

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