

LONSDALE



## CHARGING & REMISSIONS POLICY

Information sources include: -  
Financial Handbook: Hertfordshire County Council 2017

### **Ratified by Governors (Resources)**

**Review date** **November 2019**

**This policy is applicable to both School and REP**

The Governors declare that in keeping with the Education Act of 1996 it is their policy: -

#### **To not levy:**

- Charges in respect of paper, books, materials, equipment and instruments provided in connection with the school curriculum.
- Charges for entries to public examinations when part of the school curriculum except where
  1. 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
  2. the cost of re-sits of prescribed public examinations where no further preparation has been provided by the school
  3. 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
  4. the cost of any scrutiny of examination results if so requested by parents

#### **To request costs:**

- For school meals<sup>1</sup>  
School meals are invoiced termly.  
If invoices are not paid within the determined period: -  
Debtors will be chased. Failure to pay may incur legal action.
- For educational visits. There is no obligation for parents to contribute and no pupil in a group would be omitted from the visit. However, at times it will be necessary to have substantial voluntary parental contributions in order for the trip to take place. The decision to proceed or cancel a trip is at the discretion of the Headteacher.
- For costs associated with individual tuition in playing a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum
- For costs for any 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. Such participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made.

#### **Note:**

- To leave to the Headteacher's discretion the proportion of costs of an activity that should be charged to public or non-public funds.
- To delegate the determination of any individual case arising from the implementation of this policy to the Chair of Governors and to the Headteacher.

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<sup>1</sup> April 2018: Primary £2.20 Secondary £2.50 per day