



Queen Elizabeth High School Policy

Charging and Remissions

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Policy and Document Links:

Compliments and Complaints Policy
Data Protection Policy
Pupil Premium Policy

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Rationale

This document sets out the Charging and Remissions Policy for Queen Elizabeth High School and provides information to parents/carers on the circumstances where the school may charge for activities. It also provides information on activities where no charge is made.

Educational Visits and Extra-curricular activities

The Governors will normally support off-site activities which the Headteacher considers to be of good educational value and complementary to the curriculum. Where costs are involved, parents may be asked to contribute so that each activity is self-funding. Where visits are not self-funding they may not be deemed feasible to run. Queen Elizabeth High School staff and transport costs will be met by school at all times and will not form part of the "self-funding" of the visit. In the event of a visit needing to be funded or contributed to by parents/carers, if the funds received are insufficient, the visit may be underwritten by the school, or cancelled, at the discretion of the Headteacher.

Voluntary Contributions for Non-Curriculum Activities

When organising school activities that are not part of the curriculum but enrich the educational experience of the students, the school may invite parents/carers to contribute to the cost of the activity. These contributions may be necessary to fund the activity but are voluntary as the school cannot make contributions mandatory. The level of contribution is decided by the Headteacher and is designed to cover the cost of the activity without affecting the school budget allocation. Staff costs will always be met by school as will vehicle costs. There are many circumstances where the school will contribute towards an activity, but if the school does not receive sufficient voluntary contributions, the school may decide to cancel the activity. If the activity goes ahead, it will include students whose parents have not paid any contribution. In these circumstances the school would not treat these students differently from any others. Parents/carers have a right to know how each trip is funded and the school will provide this information on request.

Residential Visits for Curriculum Activities

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum or GCSE courses, no charge is made for the education element. A charge will however, be made to cover the costs of board and lodging. Activities which take place out of normal school hours, costs of hiring trained staff for specialist activities will be charged in addition to board and lodgings. Queen Elizabeth High School staff costs and vehicle costs will be met by school.

Extra-curricular Activities

Queen Elizabeth High School may on occasion offer additional after school activities. In the event of such activities, the school will again follow the guidelines set out within page 1 of this policy document with respect to contributions sought from parents/carers.

Damages or Breakages

A student responsible for non-accidental damage to school property, such as books, equipment, windows etc., will render the parent/carer liable for the cost of repair or replacement. With this in mind it will now be school policy to charge a contribution to the parents/carers for the repair or replacement to prior state any school property damaged by students of no less than 30% of the total cost including labour. In some instances, for example a deliberate and malicious action, parents/carers will be invoiced the full amount. In extreme circumstances, Queen Elizabeth High School reserves the right to press charges through the Police authorities for criminal damage and seek costs through the courts.

In cases of accidental damage to personal property within school the Headteacher may cover full payment from school funds at his discretion or refer to the Chair of Governors if a claim is considered to be required against parents/carers. In any matter of dispute arising over interpretation, the Governors will be guided by the DfE and the Local Authority regulations currently in use.

School Meals

Unless entitled to free meals, the school does not normally provide free meals to students who should bring provision to eat with them, by either buying a meal or bringing a packed lunch. Students are not permitted off site for meals. However, Queen Elizabeth High School will not see a student go hungry. In some instances members of the Senior Leadership Team may decide to provide a meal or series of meals for a student to ensure their health and well-being. In this respect all costs incurred will be met by the school.

Uniform

Queen Elizabeth High School does not accept responsibility for lost or damaged articles of clothing or any personal possessions, unless the school is found to be directly at fault through negligence. In this case the school will meet the full cost of replacement.

This policy will be reviewed annually to take account of legal and/or other developments or sooner if it contravenes in any way legal compliance.

Policy Amendment Record

Number:	Date:	Amended by:	Details and Location:
1	19.03.17	M Farmer	Style change to incorporate change to school name. References to old name changed to reflect new name. Shelf ready from September 1 st 2017.