



Charging & Remissions Policy 2023-25



The
Birkenhead Park
School

Adopted by LGB: January 2023
Review Period: 2 years
Review Date: January 2025
Person responsible for policy: Clerk

1 Introduction

- 1.1 The Local Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents/carers" means all those having parental responsibility for a child.)

2 Charging

- 2.1 The Local Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- i *School trips and residentials in school time:* costs associated with 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 *Materials:* the cost of materials or ingredients for design and technology and food technology;
- iv *Acts of vandalism and negligence:* the Local Governing Body 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;
- v *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.

If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the Local Governing Body may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the school.

3 Remissions

- 3.1 The Local Governing Body may remit charges in full or in part to parents after considering other specific hardship cases. The Local Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of the Local Governing Body.

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 the Local Governing Body from inviting parents to make voluntary contributions.

6 Monitoring, Evaluation and Review

6.1 The Local 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.