



# Charging and Remissions Policy

Last Reviewed	July 2021
Next Review Date	July 2023
Ratified by the Trustee Board	July 2022

# Charging and Remissions Policy

## **1 Aims**

To clarify Horsforth School's position on charging for entry to prescribed public examinations, lessons, activities and learning resources.

## **2 Context**

The Board of Trustees have approved the following Charging and Remissions procedures. The cost levied for any activity must not exceed the actual costs of that activity. Any surplus at the end of the activity must be given back, in proportion, to the families who contributed.

## **3 Evaluation**

This policy will be evaluated every year by the Board of Trustees to ensure it is still fit for purpose. Circumstances may require more frequent modifications.

## **4 Authors**

This policy has been reviewed and updated by ECH in July 2022

## **5 Procedures**

Procedures to support this policy are appended.

## Appendix I      **Procedures to Support the Charging and Remissions Policy**

### **1.1 Entry to Prescribed Public Examinations**

There will be no charge for entry to prescribed public examinations recommended by School staff; however if the school does not provide tuition and/or does not approve the entry, a charge will be made. Where a student fails to fulfil the requirements of a public examination without good reason, or fails to attend the examination, then the Board of Trustees will make a charge to Parents/Carers. This charge will be made clear to Parents/Carers at the time of entry. In the case of a student re-sitting an examination a charge may be made. Details are available from the School's Examinations Officer.

### **1.2 Activities Essential to the Curriculum**

There will be no charge for activities which are essential to the curriculum and take place wholly or mainly within school time. For activities which involve a residential element, the School may ask for a contribution to the total costs.

### **1.3 Activities Which Are Not Essential to the Curriculum**

The School may ask for contributions to the total costs.

### **1.4 Learning Resources Which Are Essential to the Curriculum**

There will be no charge for learning resources which are essential to the curriculum.

### **1.5 Charges for Materials and Ingredients**

Charges can be made for materials and ingredients where Parents/Carers agree, in advance, to own the finished product.

### **1.6 Charges for Individual Music Lessons**

There is a charge for peripatetic music sessions. The amount charged will not exceed the amount of expenditure incurred by the school in the provision of music lessons. Students studying GCSE or A-level music will receive free lessons for one instrument.

### **1.7 Basic Equipment, Sports Clothing and Protective Aprons**

Basic writing equipment, sports clothing and protective aprons for Design should be provided by parents/carers. The School operates a material store, where students can buy essential stationery, equipment and materials for a lower price than regular shops.

### **1.8 Damage to School or Individual Property**

The Board of Trustees will request financial compensation from Parents/Carers where wilful damage by their children can be proved.

### **1.9 Lost Property**

The Board of Trustees will request financial compensation from Parents/Carers where school property has been lost e.g. cashless catering cards, student planners, library books etc.

## **2.0 Financial Provision**

The Board of Trustees will set aside a sum of money each year to provide an assistance fund for families facing financial hardship. Letters to Parents/Carers will where appropriate, make it clear that financial assistance may be available. Applications should be made by completing a hardship application form. Please refer to the Hardship policy.