

THE COTSWOLD SCHOOL – POLICY DOCUMENT



Policy:	Charging & Remissions Policy
Policy Ref:	CSP 04
Version Number:	3.0
Date:	October 2018
Review Date:	Sept 2020
Authorised by:	Governing Body
Updated by:	Mrs M Tye

Introduction to Charging Policy

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and The Cotswold School warmly endorses that principle and is committed to uphold the legal requirements. It is recognised, however, that many educationally valuable activities have been and will continue to be dependent upon financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances. The law recognises that charges may be made to parents in certain defined circumstances and the Governing Body of The Cotswold School has a policy concerning charges for: -

Day Trips

For visits occurring during school time, the school will invite a voluntary contribution from parents to meet costs.

Residential Visits

For visits outside school time, parents will be charged for all allowable costs.

For residential visits, parents will also be charged the full cost of children's board and lodgings.

Music Tuition

The musical life of the school is actively encouraged. Peripatetic music tuition for pupils is subsidised and the amount of the subsidy is regularly reviewed. Pupils whose parents are receiving Free School Meals are entitled to a bursary which reduces the total cost of one instrument (but not free hire) by £25.

Revisions Guide and classroom materials

The School does not provide revision books as part of the core resources for teaching. However, the school considers the use of revision guides to be useful in supporting students through their studies. Revision guides will be sold by the school where the child's parent wishes him/her to own them.

Examinations

Candidates wishing to retake a module at A Level for a second time, may pay the entry fee. A charge is made for absences for which no valid reason is given. A charge is made for late withdrawals, when the school is penalised. A charge will be made if late entry fees are incurred by the school.

Lettings

Authority for daily control of school lettings is vested in the Community Use Coordinator backed by the Sports and Recreational Facilities Committee.

Use of the useful resource of the school buildings is actively encouraged. Reasonable charges are made to those hiring the premises. The charges cover school expenses of administration, security and heat and light. The Sports and Recreational Facilities Committee annually review the charges which will be recommended to the Finance and Audit Committee for approval.

Private Photocopying/Printing/Postage

Is actively discouraged. However if private printing/franking/photocopying is done, then staff are requested to reimburse the cost of the print run, as shown on the Print Management System.

Private Telephone Calls

Other than emergency calls are discouraged.

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.

_____ (08 - 10 -2018)

ratified by Governors and
signed as such by The Chair of Governors