



## Charging and Remissions Policy

### Introduction

As a state-funded school, Langley Grammar School provides free education for all students on roll. However, there are a number of activities organised by the school for which it may be necessary to pass costs on to parents in full or in part; these are detailed in this policy together with the circumstances under which parents may be exempt from the charges.

### Charging Policy

Where visits are arranged either as an integral part of a particular specification or to enhance students' learning experience, parents may be asked to contribute towards the cost. However, legislation states that a student should not be prevented from participating in a visit if a parent does not wish to contribute. In cases of family hardship that fall outside the Remissions Policy (see below), parents may apply in confidence to the Headteacher for exemption from such contributions. However, we hope that parents will realise that there comes a point when a visit is not viable if there are insufficient contributions and may need to be cancelled.

There may be occasions when an organisation other than the Governing Body or the Local Authority arranges an activity during school hours and parents want their son or daughter to take part. Such organisations may charge parents for the services provided.

We believe that the school should give students as many varied learning experiences as possible and we shall do our utmost to ensure that all our students have the opportunity to benefit from such experiences. For other activities such as music tuition, field trips, museums and theatre visits the table below indicates the charges that will be made. It also covers charges related to examination fees in specific cases.

Activity	Comment
Individual music tuition that is over and above the timetabled academic lessons, and/or an approved examination syllabus.	If students wish to take a music lesson with a peripatetic music teacher at Langley Grammar School a charge will be made per lesson. Details are available from the Music department.
Activities provided outside normal school hours that are not part of the national curriculum, not part of any examination syllabus for which the student is being prepared by the school and not part of statutory religious education.	Charges will be applied and explained to parents in an information leaflet or letter to parents.
Board and lodging on curriculum-based residential visits.	Parents to pay all charges (but see Remissions Policy).
Any retake of an examination at GCSE, AS or A level at parents' or student's request.	Parents to pay all charges.
Review of exam results.	Parents to pay all charges.
Entry for an approved examination for which students have not been prepared by school.	Parents to pay all charges.
Entry for an exam which is not on the approved list and where preparation takes place outside school hours.	Parents to pay all charges.
Recovery of wasted exam fees.	Parents to pay all charges.
Educational visits and field trips.	Parents will be asked for a voluntary contribution.
Damage to any school property by a student.	Parents will be asked for a contribution to the cost of the damages caused by their son/daughter. The contribution will be decided by the Headteacher in consultation with the Business Manager.
Any damage caused by a student on a school visit.	Parents will pay all costs of the damage caused by their son/daughter.

## Remissions Policy

Where the item or activity being charged for relates to the delivery of the school's academic curriculum, parents or guardians whose child is in receipt of Pupil Premium will be exempt from part or all of the charge.

In addition, parents who can prove they are in receipt of any of the following benefits will be exempt from all or part of the charge:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income as assessed by Her Majesty's Revenue and Customs does not exceed certain limits (£16,105 as at November 2019);
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit

**Reviewed by Resources Committee: Nov 2019**

**Approved by Headteacher: Nov 2019**

**Review date: Oct 2021**