



PHILIPS HIGH SCHOOL

POLICY ON

CHARGING & REMISSIONS

The Governing Body of Philips High School recognises the value of the provision of school trips, extra-curricular and other additional activities to its pupils and aims to promote and provide these activities to all pupils, both as part of a broad and balanced curriculum, and as additional optional extras.

The Governing Body aims to make school activities accessible to all pupils regardless of family income, to provide activities at minimum cost to the school, parents/carers and pupils and which acknowledges the cost of such activities to the school's budget.

Activities without charge

There will be no charge made for the following activities:

- Education provided during school hours including the supply of books, materials, instruments or other equipment (excluding stationery)
- Education provided outside of school hours if it forms part of the National Curriculum or part of the syllabus for a prescribed examination which the pupil is being prepared for in school or part of religious education
- Entry for a prescribed public examination if the pupil has been prepared for it at school
- Supply staff employed to provide cover for staff accompanying pupils on school trips

Voluntary contributions

The school may ask for voluntary contributions towards the cost of activities during the school day for:

- The cost of any materials required
- Transportation fees
- Entrance fees

Any pupil whose parent/carer does not wish to make a contribution will not be treated any differently to those who do. Where there are insufficient contributions to make the activity financially viable then the school reserves the right to cancel the activity.

Optional Extras

The school will make a charge at full actual cost for educational or other activities provided wholly or mainly outside of school hours which are:

- Not part of the National Curriculum
- Not part of religious education
- Not part of a syllabus for a prescribed public examination for which the pupil is being prepared for at school.
- Examination fees where pupil's attendance is low or punctuality levels are poor or, in the professional opinion of staff, the pupil has not undertaken sufficient work to secure a grade.
- Cost of accommodation, meals, entry fees and transport for residential school trips
- Cost of entry fees, meals and transport for non-residential school trips
- The provision of music tuition delivered by MAPAS on the request of parents/carers
- The cost of revision guides & CD's, calculators, stationery items and additional school planners sold within school
- The cost of materials used for activities outside of school hours
- Breakages and replacements as a result of damage caused to school property either wilfully or negligently by a pupil
- Extra-curricular activities and school clubs
- Charges for materials or ingredients where a pupil wishes to keep the finished product

Remissions

The school recognises that financial assistance may need to be provided in order to make activities accessible to all pupils. Any pupil in receipt of free school meals may make a request, in writing, to the Head Teacher. All requests will be assessed on an individual basis and may result in funding being granted at full/partial cost or deferred payment terms.

A record of financial assistance granted to individuals, including amounts, will be maintained by the school to ensure a fair and transparent method of application of the policy.