

# Longdean School



## Charging and Remissions Policy

**Reviewed:**  
**Ratified:**  
**Next Review**

**Spring 2022**  
**Within the Longdean Finance Policy**  
**External P02**

# Charging and Remissions Policy

This is an extract from the school Finance Policy.

Where this differs from the School Finance Policy, the School Finance policy will have precedence.

## Introduction

Education for Longdean School students is in most of its aspects provided free.

It is the policy of the school to charge pupils at full cost for all activities which are deemed to take place outside school hours unless the activity is required to fulfil:

1. Any requirements specified in the syllabus of a prescribed examination.
2. Any statutory duties relating to the National Curriculum.
3. Any statutory duties relating to religious education.
4. Any additional revision or study support lessons provided outside of the classroom which are directly related to examination preparation.

Remission of these charges will be made in cases where the Trustees are obliged to do so; for example, during a residential activity a reduced charge for board and lodgings can be made to parent/guardians who are in receipt of income related benefits.

See also the pupil premium policy as in many cases funding or subsidies are provided for eligible students.

Voluntary contributions may be invited for activities which take place during or outside the school day and for which no charge can legally be imposed.

## Guidance

### Breakages and damage to school property:

The Trustees will charge parent/guardians an amount up to the full costs (including any overheads) of repair or replacement of school property damaged or defaced as a result of a pupil's unreasonable behaviour. The amount charged will be determined by the Headteacher, taking into account the specific individual circumstances leading to the breakage.

### Music Fees:

For those not studying music as an exam option, individual music instrument tuition is a voluntary activity. For those on a low income, remission of fees may be available via the [\*Hertfordshire Music Service\*](#).

For those studying music as an exam subject at KS4 or KS5, Longdean funds the cost of the music lessons.

## **Practical Subjects eg technology**

Pupils intending to take home anything produced in a lesson where raw materials or ingredients are required must either pay for or provide those raw materials.

## **Textbooks**

The sale of books and equipment via the school shop or departments to pupils is permitted at cost (including administration and other reasonable costs incurred by the school). Any books deemed necessary for course study should be provided free of charge. A deposit may be required for students issued with text books to use at home. Individual copies of novels and plays may be purchased by students that they can then write notes in and are theirs to keep after the course end

## **Library Books**

The School will charge parent/guardians for library books not returned. Parents/guardians do have the option to replace the book with a new copy or similar title by individual agreement with the Librarian.

## **Laptops**

The school has a 1:1 laptop purchase scheme in operation, with subsidies for students on a low income. Once issued, these laptops are for the student's personal use at home and in school. To ensure no student is excluded, a large library of laptops is also available onsite for daily borrowing so that students are able to access a laptop if required in a lesson. The School may loan laptops to students for use at home and a charge may be made if these are not returned.

## **Public Examinations**

The Headteacher will notify parent/guardians of the examination entries as soon as practicable after the decision has been made.

- Only a single entry per subject (includes modular unit entries) will be paid for by the School. Any additional entry or variation must be paid by the parent/guardians.
- The cost of any examination where the student has been entered by the school, but NOT prepared for the examination by the school, must be borne by the parent/guardians.
- If parents/guardians ask for examination results to be scrutinised or remarked the cost must be borne by the parent/guardians. In cases where the school asks for a remark, no charges will be made.
- If a student fails to attend for an examination, or fails to complete the course work or other requirements which prevent him/her receiving a graded result then the parents/guardians will be requested to reimburse the school for the entry fees. Absence from an examination due to illness, validated with a Medical Certificate, will be accepted and no reimbursement of fees will be necessary.
- Where a student or parent/guardian requests to retake a public examination or part of an examination (module), the school will charge the full entry fee. However, if the student resits the examination at the request of the school (for example, if teaching has been interrupted for some unforeseen reason), no charge will be made

The Trustees will leave to the Head teacher or Finance Manager, the decision to proportion the costs of an activity to be charged to public, or non public funds.

The Trustees will delegate to the Chair of the Trustees' Business and Finance Committee, the Head teacher and the Finance Manager, the determination of any individual case arising from the implementation of this policy.

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