



PRESTON MUSLIM GIRLS
— HIGH SCHOOL —

Education with Patience Modesty Gratitude Humility Sincerity

CHARGING & REMISSIONS POLICY

Updated: October 2019

Review Date: October 2020





Charging & Remissions Policy

The Law on charging is set out in sections **106-111** and **117-118** of the **Education Reform Act 1988**. It is amplified and explained in **DES Circular 2/89 "Education Reform Act 1988: Charges for School Activities"** The policy of the Governors on charging is based on these documents.

1. The Governors re-affirm their commitment to the principle of a basic free education service for all pupils.

Charges will not be made for:

- Education within school hours
 - Education outside of school hours, which is necessary to fulfil the requirements, specified in the syllabus for a prescribed public examination, or to fulfil duties relating to the National Curriculum except that charges may be imposed for the cost of board and lodgings on residential visits.
2. No charges will be made for entries to prescribed public examinations for pupils who have been prepared for such examination by the school, except that where the Governors feel that a pupil missed an examination or failed to meet the coursework requirements without good reason, they may recover the examination fee from the parents. The Governors will determine what constitutes "good reason."

Where parents request the re-scrutinising of an examination result, a charge will be made to cover the cost incurred.

3. The Governors want the full range of activities and experiences which are provided by the school to continue;
 - Except for activities required as part of a prescribed public examination course, the school may write to parents on behalf of the Governors asking for voluntary contributions towards the cost of an activity.
 - Such contributions would be genuinely voluntary, there being no obligation to contribute, and pupils would not be treated differently according to whether or not their parents have contributed.
 - Any activity for which voluntary contributions have been requested will only proceed if the total cost of the activity can be met from funds, which may be available to the Governors to support such activities.



- In activities that involve residential visits a charge will be made for board and lodgings but the charge will not exceed the actual cost of providing board and lodging.
- The Governors will levy charges for activities, which are "optional extras." These are activities which are not a necessary part of a prescribed public examination course, or which are not a necessary item in the school meeting its obligations under the National Curriculum.
- For such "optional extras," the charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate.
- An element in this charge may be the cost of engaging teaching staff to run the activity and may cover the cost of supplying such staff with travel, board, and lodgings.

4. The Governors will approve charges being made:

- to recover the cost of materials or equipment lost or damaged;
- to provide course materials and equipment at a favourable cost to students through bulk buying;
- to meet the cost of damage to school property;
- for materials or ingredients required in practical subjects where parents have expressed a wish in advance to own the finished product;
- to recover examination fees in the circumstances described above in Section 2.

Authorisation

Head Teacher..... Date.....

Chair of Finance Committee..... Date.....

Chair of Governors..... Date.....

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