



## Policy for

### CHARGING and REMISSIONS

## Responsibility

Director of Finance & Administration, Resources Committee

## Aims

**It is the policy of the Governing Body of Ernest Bevin College:**

1. to levy, except where pupils are entitled to statutory remission, a charge for all transport, board and lodging costs on residential visits;
2. to levy a charge for activities, including adult / community activities, wholly or mainly outside college hours which are not part of the National Curriculum, statutory religious education or, in the case of pupils, in preparation for a prescribed public examination;
3. to levy no charge for pupil examination entries, except where:
  - a) the college has not prepared a pupil for the examination in the year for which the entry is made, or
  - b) it is thought that a pupil may not attend an examination
  - c) students in the Sixth Form re-sit an examination more than once
  - d) students request a re-mark of their examination script

In the case of (b) the college will levy a fee for each examination entry. Should the pupil attend the examination, the fee will be refunded. In the case of (d) where such a re-mark results in a grade being raised, the fee will be refunded.

4. to levy no charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the college, except: a) for some A level course text books for students to annotate and b) where parents have indicated in advance their wish to purchase the product. The college will also seek book deposits from students in KS4 and KS5 which will be refunded upon completion of the applicable course provided the book is returned in good condition. The college will also purchase, where required, from Sixth Form students suitable text books in good condition upon completion of their course of study
5. to request voluntary contributions from parents for college activities in or out of college time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution;
6. to levy a £40 fee for all students enrolling in Years 12 and 13
7. to seek payment from parents for damage to or loss of college property caused wilfully or negligently by their children;
8. to leave to the Principals' decision, the proportion of costs of an activity which should be charged to public or non-public funds;
9. to levy a nominal sum for individual music tuition and for participation in some extra curricular sporting events;
10. to delegate to the Principal the determination of any individual case arising from the implementation of this policy
11. Lettings: that the college charge for lettings in accordance with standard charges to be reviewed annually

