

## CHARGING AND REMISSIONS POLICY

The staff and governors at Millbrook recognise the valuable contribution that additional activities including clubs, visits and music tuition can make to a child's education. The school is fully committed to providing such activities.

The governors have agreed a charging policy as required by the 1988 Education Act (and consolidated in the 1996 Education Act). The policy states for which activities the school will make a charge. The main categories are:

### 1. Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

### 2. Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

### 3. Residential Activities/Activities Outside School Hours

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

#### When is an activity held in school hours?

A day visit is in school hours if:

- 50% or more of the total time (including travelling) occurs in school hours.
- As mentioned above school hours do not include the normal midday break.

A residential visit is in school hours if:

- The number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel).
- A school session equates to a registration session (i.e. 2 per day).
- A half-day is a 12 hour period ending at midday or midnight.

### 4. Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### 5. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee and approved by the Governing Body.

### 6. Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.