

Charging and Remissions Policy

King's College London
Mathematics School

Monitoring and reviewing

Action	Individual / Group	Date	Role
Written	Dan Abramson	2015	Head Teacher
Ratified	Finance and General Purposes Committee	11/05/2015	Governors
Reviewed	Dan Abramson	05/06/2017	Head Teacher
Ratified	Finance and General Purposes Committee	13/06/2017	Governors
Next review	Finance and General Purposes Committee	Summer 2019	Governors

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of School trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

Charging Policy

Charging will be permitted for the following activities:

1. The full costs of board and lodging on residential visits.
2. The full costs of activities which take place wholly or mainly outside of School hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to Religious Education.
3. The part or full costs of optional activities which take place during School hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to Religious Education, so long as the Bursary Fund is used to cover the costs of any student who is in financial need.
4. The full costs of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside School hours.
5. The full costs of re-sits of prescribed public examinations where no further preparation has been provided by the School.
6. The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student.

If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.

If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the School has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the School.

7. The cost of essential materials for practical subjects will be provided.
8. The costs (full or partial at the School's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the School.
9. The School will charge an administrative fee for certification of passports, driving licences, confirmation of examination results, photocopying etc.
10. The School will charge an administrative fee (Approximately £10) for the cost in terms of time, equipment and materials for the copy of a student file or related items. In exceptional circumstances this fee may be waived.

Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body will remit in full the cost of board and lodging for

1. Any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination
2. Any residential visits outside School time which are covered by the following criteria, where the education is provided:
 - a. To fulfil any requirements specified in the syllabus for a prescribed public examination;
 - b. Specifically to fulfil statutory duties relating to the National Curriculum imposed by Section 10 (ii) of the 1988 Act;
 - c. The costs of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum;
 - d. Specifically to fulfil statutory duties relating to Religious Education.
3. The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head will authorise remission in consultation with the Chair of Governors.

Insurance

Where trips or activities are not fully covered by KCLMS's Risk Protection Arrangement, the additional costs incurred will be included in charges made for those trips or activities.

Voluntary contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions for specified permitted activities, where those activities satisfy the conditions outlined in section 2. The Governing Body should make clear that such contributions are voluntary and that children of parents who do not contribute will not be discriminated against. Parents may apply to the school for a bursary if they are unable to make the voluntary contribution. If insufficient contributions are received the planned activities may be cancelled.