

Charging and Remissions Policy

King's College London
Mathematics School

Monitoring and reviewing

Action	Individual / Group	Date	Role
Reviewed	Dan Abramson	12/06/2021	Head Teacher
Ratified	Finance and General Purposes Committee	14/06/2021	Governors
Next review	Finance and General Purposes Committee	Summer 2023	Governors

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of School trips, residentials and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

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 Senior Leadership Team has decided there are educational reasons for not entering the student.

If a student does not attend an examination and does not inform the school of the reason for their non-attendance on or before the day of that examination, the student may be charged for the cost of the entry and the associated administration.

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 School may seek to recover the fee from the parent/carer.

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

7. 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.
8. The costs of computers or calculators purchased by the school on behalf of students will be passed on to parents/carers. The bursary fund will however be used to cover some or all of these costs for students from financially challenging circumstances.
9. The School reserves the right to charge an administrative fee for certification of passports, driving licences, confirmation of examination results, photocopying etc.

Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the School will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time.

The School may remit charges in full or in part to other parents/carers after considering other specific hardship cases. The School invites parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Head Teacher will authorise remission in consultation with the Assistant Head (PDBW) and Business Manager.

The school provides substantial financial support to students from financially challenging backgrounds. Details of this support and of how to apply for it are found in the KCLMS Bursary Policy.

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 School from inviting parents to make voluntary contributions for specified permitted activities, where those activities satisfy the conditions outlined in (2) or (3) above. The School should make clear that such contributions are voluntary and that children of parents who do not contribute will not be discriminated against. The School is permitted to cancel activities where insufficient contributions are received, though in such cases the School will first consider making contributions from the Bursary fund to cover the costs of students from financially challenging backgrounds.