



The Petersfield School Charging and Remission Policy

The Petersfield School acts in accordance with the requirements of the Education Act 1996, and the Education (School Sessions and Charging and Remission Policies) Regulations 1999, with regard to charging for educational activities which do not have to be provided by the school free of charge.

Charges will not be made for any activities which form part of a prescribed examination syllabus or are in fulfilment of National Curriculum requirements.

General

It is the policy of TPS to charge at cost for all activities which the school is not obliged to provide free of charge, including:

- (a) board and lodging on residential visits whether or not taking place during or outside school hours and whether or not related to activities in (b):
- (b) all educational activities taking place wholly or mainly outside school hours unless required by a public examination syllabus or the NC statutory requirements.
- (c) *Educational activities will be available to all eligible students but inclusion may be dependent upon compliance with the school's discipline policy and code of behaviour.*
- (d) individual music tuition fees unless required by a public examination syllabus or the NC statutory requirements;
- (e) in practical subjects parents may be asked for the full or partial cost of materials and ingredients. The finished product is owned by the School if no payment has been received (see Technology below);
- (f) as a general principle the school will try to inform the parents beforehand if a charge is to be levied and monies will be collected prior to the activity
(suggested alternative – Where possible, parents will be given adequate notice of future activities for which a charge will be made or for which a contribution will be requested. Arrangements will be made for payment by instalments when appropriate)
- (g) *In addition to charges affecting pupils, there are a number of other areas where charges are applied and these are listed in the attached schedule.*

Remission of Charges

The remissions policy provides for complete remission of any charges otherwise payable in respect of board and lodging provided for a pupil on a residential trip if-

- (a) the education provided on the trip is education in respect of which, by virtue of section 451 of the Education (School Sessions and Charging and Remission Policies) Regulations 1999, no charge may be made, and
- (b) the pupil's parents are in receipt of income support, family credit, an income-based jobseeker's allowance (payable under the Jobseekers Act 1995), or disability working allowance, in respect of any period wholly or partly comprised in the time spent on the trip.

In practice, if the pupil receives free school meals, they will be deemed eligible for remission of charges in these instances.

Voluntary contributions may be invited for activities for which no charge can legally be made.

Examinations

The school will pay for a single entry per subject as charged for pupils officially entered at a particular level by the School in subjects for which the School has prepared the pupil. Any additional entries, entry at any other level, or entry in an examination not recommended by the School must be paid for by the parents.

All costs incurred where students have been entered by the school but have not been prepared for the examination by the School and are, therefore, merely acting as a centre for the student's convenience, will be charged to the parents.

All costs incurred where students are tutored/entered for non-regulation public examinations, e.g. music, dance etc, will be charged to the parents.

TPS reserve the right to charge parents for examinations for which the Examining Board is unable to confer a grade, due to the failure of the pupil to sit the examination or complete the coursework or other requirements. Absence validated by a doctor's certificate will be accepted and reimbursement will not then be requested.

TPS reserve the right to charge parents for re-sit examinations.

Should parents wish to challenge the grade awarded in a public examination they will have to meet all costs involved.

Where debts are owing to the School from parent/pupils, the School reserves the right not to pay for examination entry(ies) up to the amount of the debt owing.

Breakages/Damage to School Property

Parents will be charged for the cost of repairing/replacing school property (books, furniture, etc) or buildings (windows, doors, etc) damaged or defaced as a result of their child's behaviour.

Insurance

The cost of insurance cover for visits is paid by the School. Parents are not charged for this.

Policy to be reviewed every two years

Sponsored by	<u>KH; Manco</u>	Date	<u>Mar 2004</u>
To be revised	<u>Mar 2006</u>	Approved	<u>24/3/04</u>

Scale of Fees as at 1 September 2008

Use of School minibus – suggested donation of £30 plus replenishment of fuel.

Examination fees – as per the scale of fees set by the examination board

Photocopying

- Black & White
Evelyn/admin 3p
Teachers 4.5p
Private 5.5p
- Colour 30p

Laminating A4
A3

School ties New £3
Used £2

Art books £2.40

Small items of stationary e.g. pens, pencils 5 – 20p per item

Lockers:

Non School Trust member	£11 locker plus 2 keys £9 locker plus 1 key £5 locker only
School Trust member	£9 locker plus 2 keys £7 locker plus 1 key £3 locker only

Music Lessons:

Instrumental/singing	£60 per term (£30 in final half term for Year 11)
Piano	£12 per 30 minute lesson