



Leventhorpe
a business and enterprise academy

Governing Body Policy

Policy Title: Charges and Remission

Policy no: R 2

Committee: Resources

Main Staff Link: Finance

LEVENTHORPE

THE CHARGES AND REMISSION POLICY

The Governing Body of Leventhorpe will make charges for the following defined activities.

1 INGREDIENTS AND MATERIALS FOR PRODUCTS

Where parents indicate in advance a wish to own the finished product, a charge may be levied to cover the costs of ingredients and materials in subjects such as Technology or Art. Computer print outs may be charged for when exceeding the agreed allowance per course.

2 BOARD AND LODGING

Where a school activity involves students in nights away from home, the Governors will make a charge for board and lodging in all cases, whether or not the residential trip is deemed to take place in school hours.

3 OPTIONAL EXTRAS

In the case of residential or non-residential activities which fall outside school hours, according to the definitions in the 1988 Educational Reform Act, the Governing Body reserves the right to charge the full costs of each activity.

4 NON-CHARGEABLE

In the case of activities for which no charges may be made, the Governing Body approves a policy of inviting voluntary contributions from parents and pointing out that, if sufficient voluntary contributions are not forthcoming, the activity will not take place.

5 PUBLIC EXAMINATIONS

The school will normally pay for one attempt at each examination on a course for which a student is timetabled. The school will not normally pay for a resit in any examination. Fees will be charged for all other examinations entered through the school. Fees will also be charged for an examination which the student did not sit because of voluntary absence, or for which the required coursework was not completed without good reason.

In the case of a sixth form student whose performance or application in a subject is consistently unsatisfactory, the school may refuse to pay for an examination entry but allow a private entry to be made. This course of action will only be taken by the Headteacher after discussion with the Head of Sixth Form.

6 BREAKAGES OR LOST OR DAMAGED BOOKS

Where a student's actions incur extra costs to the school by breakage of equipment, damage to premises, loss of or damage to text books or library books, the parents will be asked to pay a contribution to cover the whole or part of the cost.

7 INDIVIDUAL MUSIC TUITION

Individual music instrumental lessons will be charged at the rate agreed at the beginning of each term. Those following a GCSE or 'A' level music course at the school may receive 20 minutes or 30 minutes per week respectively of individual instrumental tuition provided free of charge by the school.

8 TRANSPORT

Parents will be responsible for the cost of travel for students in the Sixth Form on courses offered at other Schools and Colleges. .

REMISSION POLICY

Upon request remission of charges in full or part may be made at the discretion of the Headteacher in the light of any special circumstances and also where legally required.