

Stevenage

ESC

Charging and Remissions Policy

Headteacher:	Dan Nearney
Chair of Management Committee:	Tony Fitzpatrick

Signature

Date of Policy:	September 2019
Date of Review:	September 2020

General Policy

In general it is our policy not to charge students for specific materials, ingredients, and visits where these are a planned part of the curriculum.

Equipment and Activities

The Centre covers the cost of any payments/deposits for sports equipment used during PE/Outdoor Education activities or Centre trips.

Any damage to Centre equipment or premises will result in parents being invoiced for the price of replacements or the costs of repairs (including labour charges).

Transport

No charge is made for the use of the Centre minibus or people carriers, nor for any transport in staff cars. Where public transport is used in activities or trips this will be funded by the Centre.

Residential Trips

When the Centre runs residential trips a request may be made for contributions towards board and lodgings, this is at the Head's discretion and will be communicated to parents in advance of finalising the residential trip's participants.

The school reserves the right to make a charge for the following:

☒ Examinations

- In the following limited circumstances:
- In the case where the school enters the student but where their preparation has been through private tuition or, in the case of re-sits the student has received no further preparation since his/her earlier examination
- For non-prescribed examinations for which students are being prepared with their parent/carers agreement
- Where the parent/carers asks for the examinations results to be re-scrutinised or asks for photocopies of completed scripts
- Where the school recovers wasted examination fees if a student fails without good reason to complete the examination requirements