

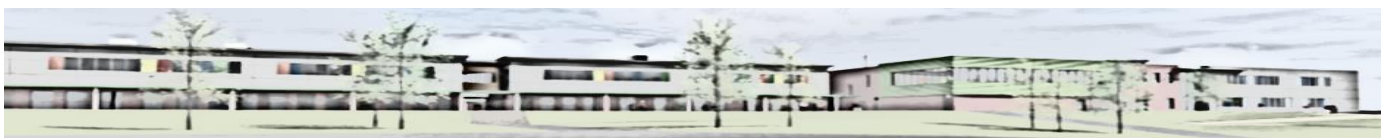


Tibshelf Community School

Charging and Remissions Policy

POLICY STATUS	DATE	CHAIR OF COMMITTEE	MINUTE No
Approved by P&F	14/1/2015	B Chittenden	P&F/15/09
Approved by Full Governors	18/02/2015	Shaun Byrne	GB/15/11
Reviewed by PP&F	27/04/2016	Mick Allen	
Approved by PP+F	27/04/2016	Mick Allen	PP+F/05/04.16
Approved by PP+F	01/02/2017	Mick Allen	PP+F05/02/17

Review Period: 1 Year



Tibshelf Community School

Income

1. Photocopying

The charges for the services provided by the Reprographics Office are reviewed with the acquisition of new machinery.

2. Lettings Charges for use of School Buildings and Grounds

Lettings charges are arranged and administered by Facilities for All (UK) Ltd and charges are in line with direct consultation with this Company.

3. Residential Courses in School Time (board and lodging costs only) Parents are required to meet full cost. If parents have difficulty meeting the cost of any trip they should write to or contact the Year Head/Party Leader explaining the reason for non-payment/inability to pay. The School will consider whether any assistance can be offered, judging each case on its merits.

4. Activities Outside School Hours (not within National Curriculum) Parents meet full cost, except for students with statements specifying residence when activities take place during normal residential period.

5. Individual Instrumental Music Tuition

School may bring outside tutors in within school hours at a charge to parents. However, if part of National Curriculum, or a prescribed public examination, charges must be remitted.

6. Examination Entries :

(a) Extra examination entries/re-sits without tuition

These will be charged to parents, where parents have requested such entries.

(b) Examinations not on the list prescribed by the Secretary of State. These will be charged to parents.

(c) 'Wasted' exam entries

Charged to parents when the examination entry is wasted without a reason acceptable to school.

7. Lost School Equipment
Parents would normally be expected to replace or pay the current purchase price of lost items of school property.
8. Breakages and Damage to buildings, furniture or property
Parents are to be made aware that costs relating to wilful damage to school buildings or property may be charged to parents by the school. **Where damage is sustained, Parents will be charged 50% of the repair costs.** This also relates to items on loan to the school from other agencies that are providing a service to the school.
9. Minibus Use
50p. Per mile private user
35p. Per mile for school trips
These prices to be regularly reviewed.
Where the school minibuses are booked for private hire use, vehicles must be returned with the fuel replenished to the same level as it was at the point of collection. In addition to this an invoice will be raised to charge the user for the mileage incurred during the hire period in line with the unit price above.
10. Departmental Charges
 - Publications purchased for students e.g. Revision Guides, will be charged to students at the price purchased.
 - Replacement exercise books are charged at nominal cost.
 - Technology Faculty makes a nominal charge for ingredients and materials for projects.
 - Artwork and Textiles ~ items made at the school will be charged to cover the cost of appropriate materials.
 - Parents are encouraged to provide materials for practical subjects, but no student must be disadvantaged.
11. Uniform
Prices as set by the Governing Body. (Income and expenditure is passed through private school fund).
12. Failed Cheques
The value of the cheque will be requested in cash form from the drawer plus £6.00 to cover the 'failed cheque charge' and administration costs.
13. Work Experience Reimbursement
Bus fares will be reimbursed at student travel rates on production of appropriate tickets by the deadline date. The Free Meal equivalent price will be refunded to those eligible on written request for the days when they attended their work experience placement.

Record of Policy Changes

Change No	Change Location	Change Details	Date
1.	Page 3, Section 8	The word 'may' changed to 'Would normally'	31/01/12
2.	Page 3, Section 10	Sentence, "These prices to be regularly reviewed", added	31/01/12
3.	Page 3, Bottom of page	Remove 'DA Curzon, Business Director' and change date from Dec 2010 to Jan 2012	31/01/12
4.	Page 1	A Specialist Sports College removed from school title	06/01/15
5.	Page 2, Section 2	See separate list of charges for North Wingfield Site words removed	06/01/15
6.	Page 2 , Section 3	Orange Electricity the whole section of Section 3 removed completely	06/01/15
7.	Page 3, bottom of page	2012 date changed to 2015	06/01/15
8.	Page 2, Section 2	Wording changed to reflect administration of lettings by Facilities for All (UK)Ltd	23/01/17
9.	Page 2, Section 6	a) Dual examination entries. These will be charged to parents, where parents have requested dual entry. Words removed	23/01/17
10.	Page 3, Section 8	Where damage is sustained, Parents will be charged 50% of the repair costs – sentence added	23/01/17
11.	Page 3, Section 9	Where the school minibuses are booked for private hire use, vehicles must be returned with the fuel replenished to the same level as it was at the point of collection. In addition to this an invoice will be raised to charge the user for the mileage incurred during the hire period in line with the unit price above. – paragraph added	23/01/17