



St Laurence School Policy on Charging and Remissions

Introduction

The Governing Body recognises the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards pupils' personal and social education. The Governing Body aims to promote and provide activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing Body is committed to ensuring that education at St Laurence during normal school hours is provided free to all students on roll. While wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils, the Governing Body reserves the right to make a charge for certain activities organised by the school from time to time.

CHARGING

There is a free entitlement to core stationery, basic texts, and vital resources required for the effective delivery of the School's curriculum. This includes materials for Art and Design Technology (Textiles and Resistant Materials), except when the costs are high for a more expensive option. In such cases, parents/carers will be notified at the beginning of the project/assignment and invited to make a voluntary contribution. This policy should be read in conjunction with the Examination Policy and the Education Reform Act.

Examinations

The cost of exam entries is generally carried by the School so long as they are approved QCA qualifications and linked to the curriculum. Resits are normally funded by parents.

Clothing and Equipment

Pens, pencils, rulers and a suitable calculator are to be provided by parents/carers except in clearly defined circumstances (see below). Similarly, the School uniform and PE kit as outlined in the prospectus, are to be the financial responsibility of parents/carers except in clearly defined circumstances (see below).

Instrumental Tuition

Where a student seeks individual or small group tuition for a musical instrument, a charge to parents/carers is made except in clearly defined circumstances (see below). The charge does not apply to any tuition given as part of the National Curriculum or in preparation for a GCSE/A level examination.

Trips and Visits

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

Voluntary contributions may be invited for trips deemed "desirable" rather than essential. During school hours the school will levy a charge, inclusive of transport, admission, insurance, supply costs incurred to release supervisory staff or any other cost associated with the trip. Trips which take place out of school hours are chargeable Board, lodging and travel costs will be charged on residential trips.

Frequently students will seek to support costs through fundraising projects. The School will support fundraising by students and parents/ carers provided that the funds raised support the project and not the financial needs of individual students (i.e. the funds should not contribute to travel, board and lodging of the student) & that the activity has been entered into the School diary and been agreed by the School.

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Food and Drink

External drinking fountains and a water cooler in the restaurant are provided free at St Laurence. Snacks, drinks and hot and cold meals are provided in the restaurant at modest prices. A free school meal is also available for those students who qualify. Application forms are available from the School's Finance Office or Wiltshire Council.

Breakages and Damage

When furniture, equipment, facilities and fabric of the School are recklessly or deliberately damaged by a student then a charge is made to the parents/carers. Damage and breakages caused by genuine accident and acknowledged through immediate personal report, do not normally lead to financial liability for the family.

REMISSIONS

Parents/carers may apply to St Laurence School for remission of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This is available on a case by case basis. The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Headteacher's discretion. In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents/carers to apply in confidence for the remission of charges in part or in full. To qualify for help, parents/carers must complete the Application for Remission form and forward it to the Headteacher and, if requested, provide proof of their income or benefit.

In the case of uniform support, the pupil must at least:

- Have more than one term remaining at St Laurence School OR
- Be starting at the school the following term.

Remissions Criteria

Authorisation of remission will be made by the Headteacher or Deputy Headteacher on behalf of the Governors. All parents/carers, however, will have the right of appeal to the Governing Body, normally represented by the Chair or Vice-Chair of Governors.

At the discretion of the Headteacher parents/carers in receipt of one of the following will be given full or part remission of charges:

- FSM/EV6 Pupil Premium students
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Universal Tax Credits (from April 2012) *See [HM Revenue & Customs: Tax credits, Child Benefit and Guardian's Allowance](#)
- The Guarantee Element of the State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after employment finishes or after parent/carer starts to work less than 16 hours per week
- Incapacity Benefit
- Widowed Parent's Allowance
- Other exceptional circumstances not falling within the criteria listed above.

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