



Feversham College

Charging and Remission Policy

Purpose of this statement	To detail the charging and remissions policy for Feversham College
Last Reviewed	October 2014
Next Review	December 2016
Contact	The Headteacher

➤ **Aims of Policy**

To outline College policy regarding charging students and parents for college visits, trips and activities / events of similar nature. This policy has been compiled in line with DfE requirements.

➤ **Policy Statement and Responsibilities**

The Directors of the College cannot, by law, charge for:

- the National Curriculum or any part of the prescribed syllabus
- public examination fees
- provision of books/equipment
- materials
- non-residential college trips that take place largely within college hours

other than the following exceptions:

- parents will be asked to pay for any defacing, damage or loss of college books and other college property by their children.
- public examination fees will be charged to parents when their children fail to attend examinations without good reason
- where students voluntarily choose to re-sit an examination, a charge per module will be made as per the exam board fees notification
- Students will be asked to pay £5 deposit for a locker key, which will be returned when the key is returned at the end of term
- A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination

The Directors are entitled to charge for the board and lodging element of any residential trip or for any non-residential trip where the bulk of the trip falls outside college hours.

It is the policy of the Directors of Feversham College that no student will be excluded from any activity organised by the College because she cannot pay.

The College will seek voluntary contributions in connection with any activity organised within College hours e.g. an educational visit. If adequate support is not received, a planned activity may have to be cancelled.

Activities outside College hours are normally charged at cost.

Other Charges

- There may be charges for miscellaneous services up to the cost of providing such services eg for providing a copy of an Ofsted report.

Remissions

- The college may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Catering

- Pupils pay for meals via a biometric finger print system
- Pupils who receive a free school meal have their accounts topped up by the college.



Responsibilities

Named Director:	Mr J Khan
Monitoring of the Policy:	The Headteacher
Reporting to:	The Board of Directors