

Charging and Remissions Policy



Reviewed: October 2025
Next review: October 2026

The Christian Ethos of Immanuel College

Immanuel means 'God with us'

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Aims of Policy

To outline school's policy on Charges and Remissions

Policy Statement

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experiences and their personal and social development.

During the school day all activities that are a necessary part of the taught school curriculum will be provided free of charge. This includes any materials, equipment and transport to take students between the school and the activity. It excludes charges made for teaching an individual student or groups of students to play a musical instrument or equivalent. These are currently subsidised and this is reviewed annually.

No individual student will be prevented by financial hardship from participating in an event that is considered to be essential to his/her programme of study.

Charging

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the student was not prepared for it at this school
- the examination is not on the set list but we arrange for the student to take it
- a student fails without good reason to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee.

The Governing Body will make arrangements for each student for activities organised by the school in the following circumstances:

Books and equipment	<ul style="list-style-type: none"> Students are required to provide the minimum level of equipment for work in class ie their own pens, pencils, rulers. Other equipment is advised e.g. calculators, etc; subject departments may loan such equipment on request Books and stationery are provided free but Year 12 and 13 (Sixth Form) students who wish to keep a textbook after the end of the course will be asked to pay for it Parents/Carers of students who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair
Charging for materials	<ul style="list-style-type: none"> Parents/Carers of students who are on practical courses (e.g. Food, Art, etc.) and who wish their children to own the finished product will be charged for the materials used
Activities outside the school day and not part of an examination course	<ul style="list-style-type: none"> For these activities payment may be required for students to take part
Residential Visits	<ul style="list-style-type: none"> Payment will be required in respect of residential visits taking place mainly outside school time and not required for an examination course
Public Examinations	<ul style="list-style-type: none"> The Headteacher has the delegated responsibility to decide whether students are entered for particular examinations The Headteacher has the authority to charge for examination entries in certain circumstances The Headteacher is authorised to request payment for wasted examination fees
Music Tuition	<ul style="list-style-type: none"> The Headteacher is authorised to charge for music tuition outside normal classroom activities, when permitted
Loss and Damage to School Property	<ul style="list-style-type: none"> Parents/Carers of a student who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement
Activities within the school day or part of an examination course: (see below)	<ul style="list-style-type: none"> Any payment from parents/carers for these activities is voluntary but if parents/carers are unable or unwilling to contribute, it may be that the activity will not be able to take place. Students will never be treated differently whether or not their parents/carers have made any such payments

Voluntary Contributions

Voluntary contributions may be sought for activities during the school day which would otherwise be unaffordable.

There will be no obligation to contribute, but if insufficient funds are forthcoming then the trip may not run.

No student will be prevented from participating because his/her parents/carers cannot or will not make a contribution.

Remissions

Whenever charges are made, there are students whose family circumstances may exempt them from payment. The school will consider remission from payment for all or part of the charge for an activity where individual applications must be made on each occasion for which remission of all or a part of a charge is requested.

Any student or parent/carer seeking remission in respect of a charge will be expected to provide the Headteacher with details of his/her personal circumstances.

Implementation of Policy

The following guidelines will be followed when implementing the school's charging & remissions procedure:

- all students will be notified in advance of any charges that are to be set and they will have, where appropriate, information to take home to parents/carers. This will take the form of a letter outlining the activity, what the charge is, when it is to be paid and to whom monies must be given.
- when seeking voluntary contributions from parents/carers or students for a particular activity, the school will always indicate whether the activity will be prevented from going ahead in the absence of sufficient funds.