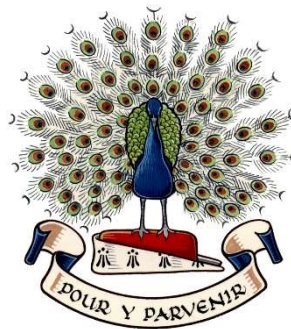


LADY MANNERS SCHOOL

CHARGING AND REMISSIONS POLICY



CHARGING AND REMISSIONS POLICY

The Education Reform Act 1996 requires governors to have a policy on charging and remission for activities arranged by the school.

SUPPORT AVAILABLE

If a family is facing financial difficulties regarding any of the items listed below it may be possible that the school can offer some financial support. In the first instance this should be discussed with the Business Manager, unless it has been indicated that you should approach a different member of staff (e.g. students in receipt of Sixth Form Bursary, students in receipt of Pupil Premium funding).

The Headteacher, Finance and Personnel Committee or Governing Board may remit in full or part charges in respect to a student if it is felt to be reasonable under the circumstances.

The table below is a summary of the approach adopted by the school:

	ITEM	CHARGING POLICY
A	Educational activities ¹ within school hours.	Payment not necessary for participation but voluntary contributions may be requested. Insufficient contributions may necessitate cancellation.
B	Optional activities outside school hours which are not part of the National Curriculum, part of a syllabus for a prescribed public examination, or part of religious education and where more than 50% of the activity is outside of normal school hours)	Parents to meet the full cost.
C	Residential courses forming an integral part of the school or National Curriculum and mainly within school hours.	Parents to meet full cost of board and lodgings. Voluntary contributions may be requested to cover transport and other costs. Insufficient contributions may necessitate cancellation.
D	Optional individual Music Tuition by Visiting Tutors.	Parents to meet costs including hire, music and insurance where appropriate.
E	Ingredients/materials for creative subjects.	Payment not necessary for participation but voluntary contributions of materials/finance may be requested.
F	Lost school equipment, books etc.	Parents to meet full cost of replacement.
G	Breakages, vandalism and damage to school buildings, furniture, equipment or property.	Parents to meet full costs of repair/ replacement if resulting from student behaviour.

¹ Educational activities that are part of the national curriculum, part of a syllabus for a prescribed public examination, or part of religious education.

	ITEM	CHARGING POLICY
H	Items dispensed by Medical .	No charge is made for dressing an injury which has occurred at school but a charge can be made for replacement dressings.
I	'Wasted' examination entries.	Parents to repay lost entry fee if exam missed without acceptable reason.
J	Public examinations and re-sits without school timetabled teaching and University entrance tests.	Parents to meet full costs of entry.
K	Hire of equipment e.g. lockers, musical instruments	Parents to meet costs as determined by the school.
L	Sale of other items e.g. uniform, PE kit, revision guides, memory sticks, stationery, calculators etc.	Parents to meet full cost
M	Private Photocopying Charges	B&W Copying A4 2p B&W Copying A3 4p Colour Copying A4 4p Colour Copying A3 8p Laminating A4 10p Laminating A3 15p Laminating A5 5p Comb Binding 10p Slide Binders 8p
N	Catering charges	Parents meet the full cost as determined by the school. The price list is published on the website. Items sold from vending machines will be charged at the manufacturer's recommended retail price. The daily cash limit will initially be set at £5. for Years 7 to 11 and £7. for Years 12 and 13. Upon request, parents can amend this limit .
O	School event tickets	Parents meet the full cost of tickets as determined by the school. Tickets may be discounted for Governors, staff and past students who are registered as Old Mannerians
P	Lettings	Facilities may be hired at a discounted rate for Governors, staff and students. See Separate Lettings Policy for price list.

Nothing in this policy shall be read as prohibiting or in any way restricting any request or invitation by or on behalf of the Board of Governors for voluntary contributions for the benefit of the school or any school activities.