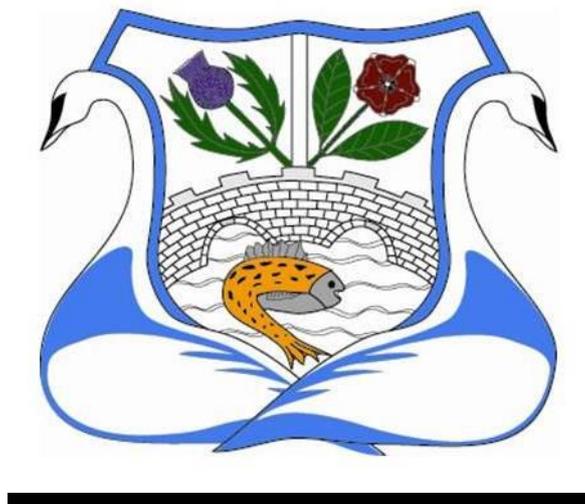


Berwick Middle School

Charging & Remissions Policy



Date agreed by Governors	Dec 2012
Date of review	October 2014
Next Review Due	June 2019
Responsible officer	Pauline Aitchison

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a student.)

Charging

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the School:

1. **School trips and residential in school time:** the board and lodging element of the residential experience and outdoor pursuit courses;
2. **Activities outside school hours:** the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
3. **Materials:** the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
4. **Acts of vandalism and negligence:** the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;

Remissions

1. Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body will assist in the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
2. The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head will authorise remission in consultation with the Chair of Governors.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Voluntary contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary and those children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.