

<b>Last review: September 2020</b>
<b>Review date: September 2021</b>
<b>Signed By:</b>
<b>Approval Committee: Governing Body</b>



**GILLINGHAM SCHOOL**  
**Hardings Lane, Gillingham**  
**Dorset SP8 4QP**

**CHARGING AND REMISSIONS**  
**POLICY**

**Every school must have, and publish for parents, its charging policy. This policy lists the governors' decisions.**

*This example comes from the School policy website (see link on the right) and is reproduced with permission*

**Books and equipment**

- Most parents want to buy their children their own pens, pencils, calculators, etc, although subject departments will loan such equipment on request
- Books and stationery are provided free for use in classrooms and to borrow for additional directed tasks (homework). However, Year 12 and 13 (Sixth Form) students are advised and recommended to purchase key texts, so that, they can be used for non-guided additional study at home and the school believes it is beneficial for students to be able to annotate/highlight a textbook. Any texts damaged by an individual beyond normal wear and tear may be charged a replacement fee
- Parents of pupils who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair

**Charging for materials**

- Parents of pupils who are on practical courses (eg. Home Economics, Art, etc.) and who wish their children to own the finished product will be charged for the materials used

**Activities within the school day or part of an examination course:**

- Any payment from parents for these activities is voluntary but if parents are unable or unwilling to contribute, it may be that the activity will not be able to take place. Pupils will never be treated differently whether or not their parents have made any such payments

**Activities outside the school day and not part of an examination course**

- For these activities payment is required for pupils to take part

**Residential Visits**

- Payment will be required in respect of residential visits taking place mainly outside school time and not required for an examination course
- The governors' policy is not to enter pupils for examination courses requiring residential study mainly within school time

### **Public Examinations**

- The Headteacher has the delegated responsibility to decide whether pupils 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**

- The Headteacher is authorised to charge for music tuition outside normal classroom activities, when permitted

### **Loss and Damage to School Property**

- Parents of a pupil 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