

Bicester Technology Studio

Charging and Remissions Policy

Introduction

Bicester Technology Studio (BTS) recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential trips and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

Aim

During the school day, all activities that are a necessary part of the curriculum, will be provided free of charge. This includes any materials, equipment and transport where applicable.

Charging

The Board of Governors reserves the right to make a charge in the following circumstances for activities organised by the school:

- BTS trips and residential visits in BTS time (Appendix 1): the board and lodging relating to a residential experience and outdoor pursuit courses;
- Activities outside BTS hours (Appendix 1): 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;
- Materials and ingredients: the cost of materials or ingredients, if parents / guardians have indicated in advance that they wish to own the final product;
- Acts of vandalism and negligence: the Board of Governors 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;
- Optional Extras: charges may be made for costs relating to optional extras as defined in Appendix 2.

Examination fees: charges may be made for examinations in the following circumstances:

- The student has not regularly attended the lessons for a particular examination subject, refundable if the student attends for examination.
- The student fails, without good reason, to complete the requirements of the examination (e.g. coursework).
- The student fails, without good reason, to attend the examination.
- Examination re-sits to improve grades (unless at the recommendation of the school).
- Examination entries where there is a request from the parent / guardian for additional subject entries to be made which are not supported by the school.

Remissions

Where the parent of a student is in receipt of qualifying state benefits the Board of Governors will fully support the cost of board and lodging for any residential activity that is organised for the student and which takes place within BTS time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Board of Governors may remit charges in full or in part to other parents after considering other specific hardship cases. The Board of Governors invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of the Board 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 Board of Governors from inviting parents / guardians to make voluntary contributions. The rate of voluntary contributions requested will not exceed the total costs of the activity.

Operation

All charges for income of any nature must be made through the employee who is responsible for raising invoices. All monies received for such charges must be directed to the nominated employee who is solely responsible for the receipt of all income entering the school. Official BTS receipts will be issued for all monies received.

Employees organising a trip, visit, club or activity will notify parents / guardians in advance of any likely costs. This will be done in writing, with a reply mechanism for parents / guardians to accept the proposed costs. The letter will contain details of remission arrangements as set out in this policy.

The employee organising, in agreement with the school's senior leadership team, will set out the arrangements for collection of costs from parents / guardians and the internal process for the collection and receipt of monies.

Collection of unpaid or late monies will be the responsibility of the school's nominated person responsible for collecting monies.

Financial accounts of all trips, visits, clubs or activities will be kept at the school.

Monitoring and Evaluation

The Board of Governors and Principal will monitor the operation and effectiveness of the school's Charging and Remissions Policy.

Date created: April 2016

Date agreed: 29th April

2016

Date of Review: 31st August 2017