



**MAYFIELD GRAMMAR SCHOOL  
GRAVESEND**

# **CHARGING AND REMISSIONS POLICY**

**Approved by:**  
**Last reviewed on:**  
**Next review due by:**

December 2021  
December 2023

**Date:** December 2021

## **CHARGING AND REMISSIONS POLICY**

### **INTRODUCTION**

The school recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards our pupils' educational experience while at Mayfield Grammar School. We aim to promote and provide such activities both as part of our broad and balanced curriculum provision as well as additional optional activities. However, due to the limited funds available in the delegated budget the school reserves the right to make a charge in the following circumstances for activities organised by the school. The school will, from time to time, review and amend the categories of activity for which a charge may be made.

### **INSTRUMENTAL TUITION**

The school makes available facilities for instrument tuition via Kent Music School and peripatetic music teachers. Parents/Carers shall be responsible for meeting the tuition fees charged.

### **PHYSICAL EDUCATION AND SPORTS**

From time to time pupils will be permitted to participate in physical education and sporting activities arranged in outside facilities as an alternative to those in school PE and games activities. Parents/Carers shall be responsible for any fees charged by these outside organisations.

### **MATERIALS FOR PRACTICAL LESSONS**

The school reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents/carers) or require them to be provided if the parents/carers have indicated in advance that they wish to own the 'finished product'. This is mainly applied to the cost of materials/ingredients for art, design & technology, food & nutrition and science.

### **BROKEN EQUIPMENT (REPLACEMENT) OR DAMAGE TO THE FABRIC OF THE SCHOOL**

The school will ask pupils and/or their parents/carers to contribute towards the cost of replacement or repair of items where these were damaged or broken as a direct result of pupil misconduct. This does not in any way detract from the duty of staff to brief pupils thoroughly and to manage a calm and safe working environment for all the pupils at the school.

### **SCHOOL TRIPS AND VISITS/JOURNEYS**

The school will charge parents/carers for all trips which are recreational or not compulsorily required by the curriculum and for board and lodgings on a residential trip during school hours.

School trips and visits that support the curriculum, but are not compulsory, can only take place with the support of voluntary contributions from parents/carers. No parent is obliged to contribute towards the cost of a visit neither is any child excluded from a visit because parents/carers decline to pay a voluntary contribution towards it. If there are insufficient voluntary contributions to support a visit, the visit may be cancelled.

## **SCHOOL TRIPS AND RESIDENTIAL VISITS (as part of school curriculum)**

The school will not charge for any education provided by staff on any visit that takes place during school hours, or charge parents/carers for any supply costs for teachers employed to cover those teachers who are absent from school accompanying pupils on a compulsory residential trip/visit.

The school will charge for any board and lodgings. Parents/Carers who can prove they are in receipt of certain benefits will be eligible to contact the school and be exempt from paying the cost of board and lodgings.

## **EXAMINATION FEES**

A pupil and/or parents/carers will be charged an examination fee where entry is not recommended by the school for educational reasons or if a pupil fails to take the examination without good reasons or to re-sit GCSE or A Level examinations.

## **BOOKS/GENERAL CURRICULUM MATERIALS**

A charge will be levied for lost, damaged or non-returned books and general curriculum materials loaned to a pupil for the duration of a class or course.

Additionally items are sold to support learning particularly where pupils benefit from the quality of the products and price as the school can purchase items in bulk.

## **SCHOOL VOLUNTARY FUND**

Parents/Carers are requested to contribute an annual sum per child to the School Voluntary Fund.

The School Voluntary Fund shall be spent both on items that are of benefit to the whole school and on items which benefit individual pupils, principally those whose families are in financial difficulties. The Fund shall be spent on a variety of items, including:

- equipment, books etc for the school which are not covered by public funds;
- sports coaches and contributions to the expenses of teams or individuals in competitions;
- help to families who cannot afford to purchase school uniform or other essential items;
- subsidising school visits and other extra-curricular activities including covering all or part of the costs attributable to pupils who would otherwise not be able to participate;
- prizes at Awards Evenings.

## **REMISSION OF CHARGES/CONTRIBUTIONS**

The school may remit in full or in part the cost of any activity for particular groups of parents/carers, for example, in the case of family hardship. Where personal circumstances are a factor in the payment of a voluntary contribution, parents/carers are asked to contact the Headteacher so that this can be discussed in confidence.