



Beauchamp College  
Charging and Remissions Policy

2017-19

Date	Detail
2015	Original, based on Beauchamp College Policy
Mar 2017	Amended
Approved by	Chris Swan, Chair of Governors Ratified by the Governing Body

## **Charging and Remissions Policy**

### **1. Books, Stationery, Printing and Equipment**

We may charge for specific text books and revision guides required as part of the National Curriculum. Alternatively, pupils may have the opportunity to borrow books for study.

Most parents will want to buy their children their own stationery such as pens, pencils, calculators etc, however, children will have the option to buy such items within college.

All pupils will receive a copy and print allowance that is deemed sufficient for their studies. A minimal charge may be required for all copying and printing over and above their individual allowance.

Parents of pupils who lose, do not return or damage books, stationery or equipment are expected to pay for their replacement or repair.

### **2. Residential Trips**

Accommodation, travel and associated costs relating to residential trips will be charged.

### **3. Out of Hours Activities**

Activities such as theatre visits, which take place out of college hours and are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties to the National Curriculum, will be charged to parents.

### **4. Examinations**

The Principal has the delegated responsibility to decide whether pupils are entered for particular examinations.

The Principal has the authority to charge for examination entries in certain circumstances. Non-attendance (without reasonable reason) or resits of prescribed public examinations may be charged.

The Principal is authorised to request payment for wasted examination fees.

### **5. Non Curriculum Teaching & Examination**

The cost of entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside academy hours (eg, at an evening class) may be charged.

### **6. Curriculum Materials**

Parents of pupils who are on practical courses (eg, Food Technology, Design, etc) will be asked to make a contribution to their materials used, but where appropriate will be able to take the end product home.

## **7. In-College Activities**

The cost of activities, including day trips within the college day, may be met by parents' voluntary contributions. The college will have to collect voluntary contributions towards a trip in advance of the trip so that if the sum collected is insufficient to cover the cost of the trip it can be cancelled and the money returned without financial loss.

Pupils will never be treated differently whether or not their parents have made any such payment.

## **8. Music Tuition**

The Principal is authorised to charge for music tuition outside normal classroom activities, when permitted.

## **9. Clothing**

A charge will be made for the Beauchamp Prep compulsory uniform. A charge may also be made for specific clothing where a pupil wishes to purchase ie, PE kits.

## **10. Loss or Damage to College Property**

Parents of a pupil who damages or loses any item of college property or equipment including, for example, windows or computer software, are liable for the cost of repair or replacement.

## **11. Additional Voluntary Charges**

Additional charges may apply for activities you or your child voluntarily participates in, such as annual prom tickets, photographs, show attendance and year books.

## **Additional Information**

All charges made will be at cost to the college and in all instances value for money will be sought.

For pupils in receipt of free school meals or a bursary, some of the costs above may be funded by the college, at their discretion, such as residential visits and/or compulsory uniform.