

Charging & Remissions Policy

June 2017

CHARGING POLICY

Preliminary

Education should be free of charge if it takes place mainly in school hours. However the school's policy is to make, or permit to be made, charges for the activities defined in this document.

Prohibited Charges

Melrose School does not charge for the following:

Admission to the school

Access to the National Curriculum

Public Examinations

Anything required as part of the syllabus for a prescribed public examination, such as GCSE, and BTEC level.

Exceptions:

Where a parent asks for an examination result to be re-scrutinised, the charges made by the examination board will be passed onto the parent.

The Governors of Melrose School have adopted the charging and remissions policy of the London Borough of Merton as set out below except in respect of charges for materials for Food Technology and other practical subjects where parents wish to own the finished product.

1. Residential Trips

Charges will be made for board and lodging on residential visits connected with educational activities in school hours, or out of school hours but part of the requirement of a public exam or the National Curriculum.

2. Individual Instrumental Music Tuition

The charges prescribed by the London Borough of Merton will be followed.

3. Extra-Curricular activities out of school time and School Journeys

Extra-curricular activities out of school hours will be charged for.

4. Materials for lessons

Charging for “finished products”

The school will cover the material cost for all curriculum subjects including, Art, Design Technology and Food Technology.

5. Examinations

Charges will be made for entry to non-prescribed examinations, to examinations for which pupils have not been prepared by the school, for retakes which are not being taught in class, for costs of checking examination results by parental request, and subsequently when pupils have failed to complete examination requirements.

6. Breakages

Breakages and fines

If a student is responsible for damage to property or equipment, or for the defacement or loss of a book, the students behaviour points will be reduced by a relevant amount (set by SLT) this may not cover the full cost of any repairs or replacement.

7. Other Educational visits and activities

Voluntary contributions will be requested.

8. Pupil Premium Students

Financial support may be given to students for a variety of school activities/resources/educational visits.

Support is consider on an individual basis.