

Not be entered. The LEA may not override the governing body's decision on whether to enter a particular student for an examination.

An examination entry fee may be charged to parents if:

- students are entered for examinations as private candidates.
- the examination is part of the school curriculum, but the pupil was not prepared for it at the school;
- the examination is not part of the school curriculum, but the school arranges for the student to take it;
- a student fails without good reason to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee.

Charges will not be made for any cost associated with preparing a pupil for an examination except where a pupil is prepared outside school hours for an examination that is not set out in regulations.

3. Materials, books, instruments or other equipment

A governing body may set a charge for materials used in school where a parent indicates in advance that they or the student wishes to own the finished article which incorporates the materials. Any charge will not exceed the cost of the materials.

Alternatively, the parent may be required to provide the materials in question.

4. Education partly during school hours

When 50% or more of an activity (including travelling time) takes place during school hours no charge may be made.

5. Residential activities

For a residential activity taking place mainly during school time, or which meets the requirements of the specification for a public examination, or is to do with the curriculum, no charge may be made either for the education or for the cost of travel. This does not stop a voluntary contribution being sought. However, a charge (not exceeding the actual cost) will be made for board and lodging, except for students **whose parents would qualify for Free School Meals**. Further details on Remissions are at Section 10 below.

6. School minibuses

Schools may charge students, staff or parents for transport in their minibuses only if they hold a permit issued under section 19 of the Transport Act 1985. The permit exempts the school from Public Service Vehicle (PSV) operator and driver licensing requirements. The

school may, however, request a voluntary contribution towards the cost of travel in a school minibus.

7. Education outside school hours.

A charge will be made for education provided outside school hours which is an optional extra provided it is with the prior agreement of parents. The charge in respect of a student will not exceed the actual cost of providing the activity divided equally by the number of students participating (it will not include a share of the cost of any remissions). Costs will where appropriate include an element for travel, board and lodging, materials books, instruments and other equipment, support staff costs and teaching staff costs (where a teacher/instructor has been engaged specifically to provide the activity) entry fees, insurance and other costs.

Payment for trips and activities must be made in advance of any trip. More costly trips (over £100) can be paid for in instalments as directed by the trip organiser. Where a Trip is organised by a Travel Company and they require a non-refundable deposit from the school then the initial deposit by parents must equal this sum and will also be non-refundable unless the school is able to obtain a refund.

8. Activities not run by the school or LEA

A non-school organisation which arranges an activity to take place during school hours may charge parents who want their child to join the activity. Parents wishing their child to

9. Damage to property

The governing body may reserve the right to ask the parents of a student whose inappropriate behaviour causes damage to contribute to the cost of repairs or of replacing inappropriate

11. Remissions

Financial support for parents who are having difficulty in finding the money to enable their children to attend curricular trips and/or extra-curricular activities are subject to legislation which provides for the trip which takes place during school time.

Where remissions apply, the Governors are obliged to remit the travelling part of the curricular trip. The parents are normally expected to pay the residential element (presumably on the basis that parents would incur costs if the child were living at home) but exceptions

Remissions will apply as long as parents are in receipt of Income Support; income-based £ A% d y L ^ % , £ > ~ B L ~ s - B } L - related Employment and Support Allowance; support under Part VI of the Immigration and Asylum Act 1999; the guaranteed element of Pension Credit; Child Tax Credit (provided parents are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190); Working Tax Credit run-on - paid for 4 weeks after qualification for Working Tax Credit ends; or Universal Credit - if applied for on or after 1 April 2018 the household income must be less than £7,400 a year (after tax and not including any additional benefits)

Similarly, consideration will be given to remitting all or part of the cost of any extra-

Any parent/guardian wishing to apply for remission of part or all fees associated with curricular trips or extra-curricular activities should apply using the pro-forma which can be > B B L % L H , ~ " p L % B p , , £ L A % L , ^ > B , .. ¥ , A " > s - L H A ¥ B , ~ " > B " s - n " p L % B p , , % 0 Y ^ % 2 L } s % ~ % ^ L B , ~ % H L H A ¥ " p L % B p , , % 0 Y ^ % s ~ " p L % B p s - % ~ B L " ~ B > % , N > ny uncertainty or appeal, a Remissions Panel consisting of the Chair of the Personnel Committee, The Chair of the Finance Committee and one other Governor will be called to

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