



MILTON KEYNES EDUCATION TRUST

WALTON HIGH

**Charging and Remissions
Policy**

Document Control Sheet	
Title	Charging and Remissions Policy
Revision	Version 1.1
Status	Approved
Control Date	23 August 2017

Revision	Status	Date	Author	Comments
1	Approved	02 11 16	SMB	
1.1	Approved	23 08 17	MEC	Title and control page added, reformatted and reference PLCs removed.

WALTON HIGH

CHARGING AND REMISSIONS POLICY

AIM

Walton High aims to provide for its students a first class education that encompasses many enriched learning opportunities that go well beyond the statutory national curriculum funded by the government. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

RESPONSIBILITIES

The Governing Body of Walton High is responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents will be considered jointly by the Principal and Business Manager.

CHARGES

- a. The cost of materials for products made at school that are taken home or consumed
- b. Board and lodging on residential visits that do not to exceed the actual costs
- c. The proportionate costs for an individual child of activities wholly or mainly outside school hours to meet the costs for:
 - i. travel
 - ii. materials and equipment
 - iii. staff costs
 - iv. entrance fees
 - v. insurance costs
- d. Individual musical instrument tuition
- e. Optional re-sits for public examinations
- f. Costs of some examinations for which the school has not provided tuition
- g. Breakages and replacements as a result of damages caused wilfully or negligently by students
- h. Extra-curricular activities and school clubs
- i. Use of a student locker

REMISSIONS

All students for whom the school receives Pupil Premium funding may be entitled to remission of some or all of the charges for board and lodging costs during residential school trips.

It is also recognised that, from time to time, parents who are not on benefits may experience financial difficulties; should that be the case, they should contact the Finance Office to discuss discretionary remission.

VOLUNTARY CONTRIBUTIONS

Parents will be invited to make a voluntary contribution for the following:

- a. Advanced Learning Days
- b. Trips and visits
- c. Walton High Venture Trust

The terms of any request made to parents will specify:

- a. that the contribution is voluntary, and
- b. that registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- c. that due to constraints on the school budget, the proposed activity, trip or visit will be cancelled if insufficient voluntary contributions are made to cover the cost of the activity, trip or visit.

The responsibility for determining the level of voluntary contribution is delegated to the Principal.

Voluntary contributions will only be used to meet the actual costs of the activities for which voluntary contributions are sought.