

## **Clitheroe Royal Grammar School**

### **Charging and Remissions Policy**

Staff member responsible: Bursar

Governors Committee: Finance

#### **1. Charging**

The Governing Body makes no charges for:

- a. admission to the school
- b. education in school hours or for education necessary to fulfil educational requirements in line with the National Curriculum
- c. entries for public examinations up to and including Year 11, when taken for the first time
- d. entries for A Level modules when taken for the first time

The Governing Body reserves the right to charge parents for the following:

- e. damaged or lost text-books or wilful damage to, or loss of, school property
- f. fees incurred through examination re-sits
- g. examination fees when a student fails to sit an examination without good reason or to complete any coursework requirements
- h. individual tuition (eg musical instrument or vocal tuition, under the 'Charges for Musical Tuition (England) Regulations 2007')
- i. optional extras provided during the course of an activity
- j. ingredients or materials in subjects such as Food Technology and Design and Technology where parents have indicated a wish to own the finished product

Under rare exceptional circumstances, the Headteacher may depart from the above in consultation with the Chair of Governors.

#### **2. Financial Contributions**

With the approval of the Headteacher, organisers of school activities may write to parents inviting financial contributions to pay for educational activities which the school proposes as an optional extra for its students. Parents who feel unable to make such contributions should contact the Headteacher, who may apply to the Trustees of the Foundation for financial assistance.

This document forms part of the school's Internal Financial Regulations which were approved by the Governors' Finance and Audit Committee in February 2024.