



**THE
LONG EATON
SCHOOL**

CHARGING

Statement of Practice

Date Drafted:	November 2020
Date Approved by Governors:	3 December 2020
Review Frequency:	Annually
To be Reviewed By:	Mrs L Reeve

The school has a policy for charging activities and remission of fees as follows:

School Visits and Excursions

A distinction is made between trips mainly during school hours or as an essential part of the curriculum and those outside of school hours and not essential to the curriculum. The school will ask parents for a contribution in advance of any trip. Payments can be made either via School Comms or direct to the school. All cheques are to be made payable to The Long Eaton School. Parents may apply for an annual one off pupil premium grant of between 25% and 50% towards the cost of a trip (terms and conditions apply). Trips include:

- a) Mainly during school hours and / or essential to the curriculum.
- b) Residential courses– board and lodging costs only.
- c) Outside school hours and not essential to the curriculum.

Balances of less than £5 per pupil left over from a trip will not be refunded to pupils. When a trip is arranged, parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.

Music Tuition

Individual music tuition may be charged for by the school's peripatetic teacher with the prior agreement of parents. A list of charges and services offered is available from the school. Charges will not be made for tuition provided as part of the requirements of a syllabus for a public examination prescribed by the school or for any requirements of the curriculum.

Public Examinations

The school pays all examination entry fees for students who have been prepared for public examinations by the school. A charge will be made for re-sits except in exceptional circumstances. If a pupil fails to complete the requirements of the examination without good reasons (either coursework or final exam) then the fee paid by the school will be reclaimed from the parent. The parent will be expected to settle the invoice within 30 days of receipt of the invoice.

Lettings

Please see the school finance department for the latest lettings charges.

Ingredients / Materials for Practical Subjects

Parents are asked to contribute £10 for practical subjects (funding for pupil premium students may be available upon request *).

Lost School Equipment, Books etc

Parents may be expected to replace or purchase lost items of school property. Students can purchase certain stationery items from Student Services.

Breakages and Damage to School Buildings, Furniture or Property

Parents are to be made aware that wilful damage to school buildings or property will result in a charge (the parent will be notified by a member of staff). The parent will be expected to settle the invoice within 30 days of receipt of the invoice.

Revision Guides

The school can provide revision guides for some subjects at a cost. These can be ordered and paid for via School Comms. Parents can also find a variety of guides available to purchase independently online.

Private Telephone Calls

Calls will be charged at 20p for a local call and full cost for long distance.

ID Cards

Replacement cards are charged at £1.00 per card. If a student requires a new cover and clip, they are 35p and 30p respectively.

Lockers

A refundable deposit of £5 per locker will be charged for locker keys.

*Terms and Conditions Apply

The School understands that there may be changes to a family's personal circumstances and therefore appeals with regards to outstanding fees will be reviewed on an individual basis.