



New Direction School



Charging and Remissions Policy

Reviewed Date:	Reviewed By:	List of changes	Next Review
August 2021	Luke Collins	<ul style="list-style-type: none"> • Re-written by Andy Howard 	August 2022
July 2022	Luke Collins	<ul style="list-style-type: none"> • Reviewed and amended uniform point 	July 2023
July 2023	Luke Collins	<ul style="list-style-type: none"> • Reviewed with no changes 	July 2024
October 2024	Adrian Anderson	<ul style="list-style-type: none"> • Reviewed with no changes made 	August 2025

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1. Introduction

- 1.1 New Direction recognises the valuable contribution that the wide range of additional activities including activities, out of school trips and residential experience of other environments, can make towards students' all round educational experience and their personal and social development.
- 1.2 No charge will be made for activities during school hours that are part of the curriculum or religious education or that form an essential part of the syllabus for an approved examination, which are already covered in the school's fees and outlined in the initial contract.

2. Charging

- 2.1 New Direction wants to see the curriculum enriched as far as possible for the benefit of all students. It recognises that whatever funds and endowments are made available they will never be sufficient to fund all desirable activities at the required level.
- 2.2 The Proprietor therefore reserves the right to make a charge in the following circumstances for activities organised by the school;
- 2.3 School trips and residential experiences in school time - The board and lodging element of the residential experience and outdoor pursuit courses.
- 2.4 Activities outside school hours - The full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras.
- 2.5 Materials - The cost of materials for products or ingredients in food products if parents/carers have indicated in advance that they wish to own the final product.
- 2.6 Acts of vandalism and negligence –The Proprietor reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student.
- 2.7 Examination fees
 - 2.7.1 If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.
 - 2.7.2 If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the Proprietor may seek to recover the fee from the parent.

2.7.3 There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the school.

2.8 Music Tuition - In respect of individual music tuition and group music tuition up to and including persons if the teaching is not an essential of either the National Curriculum or a public examination syllabus. The cost of peripatetic instrumental instruction is subsidised by the school.

2.9 School Uniform – There is a school uniform that it is expected all students will wear. This is for a number of reasons, including safeguarding. The school will purchase Uniform for students upon starting at New Direction. We will then run a recycling service enabling good quality uniform items to be swapped as students grow out of them.

3. Remissions

3.1 The Proprietor may remit other charges in full or in part to other parents/carers after considering other specific hardship cases. The Proprietor invites parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full.

4. Insurance

4.1 Any insurance costs will be included in charges made for trips or activities.

5. Voluntary Contributions

5.1 Nothing in this policy statement precludes the Proprietor from inviting parents/carers to make voluntary contributions.

5.2 The Proprietor, however, is very clear that any contributions are voluntary; that children of parents/carers who do not contribute will not be discriminated against.

5.3 If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

6. Freedom of Information Act / GDPR

6.1 Single copies of the essential and/or legally required information held by New Direction are provided free. However, the Proprietor reserves the right to make a charge;

- For multiple copies of information covered in the Freedom of Information Act 2000

- If a request involves a lot of photocopying or printing
- Where cost of postage is high
- Subject Access Requests made under GDPR legislation

In these cases the individual will be informed of the likely cost before their request is complied with.

7. Charges for use of School facilities / Lettings

- 7.1 A charge, at least the cost of providing the facilities, will normally be made for the use of New Directions accommodation and facilities (Lettings) and for all external word processing, copy-printing, design work, etc.

8. Other Charges

- 8.1 New Direction may levy charges for miscellaneous services up to the cost of providing such services, e.g. proving a copy of the Ofsted report.

9. Monitoring

- 9.1 The Proprietor will review this policy at least annually and assess its implementation and effectiveness.