



The Westminster Specialist College

2022/2023

Charging and Remissions Policy

Approved by Board of Governors on:	15/12/2022
Signed by Chair of Governors:	P Coldicott
Head of College:	O Flowers
Lead Personnel:	O Flowers
Date of Review:	15/12/2024

The College recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards students' personal and social education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the College and as additional optional activities.

It is accepted that compulsory charges cannot be made in respect of educational activities during College hours, including cost of materials, books, instruments or other equipment used. It must be noted that equipment, for these purposes, does not include clothing.

It is also accepted that compulsory charges cannot be made in respect of educational visits that are required as part of the syllabus for a public examination, the Curriculum or Religious Education.

In order to provide the students at the College with a breadth of educational experiences and, in particular, to compensate for the lack of opportunities to explore the local community as a result of limited mobility or lengthy periods of hospitalisation, it is very important that students participate in planned educational visits.

It is recognised that although there is no charge levied for transport for educational activities, many educational visits will depend on financial contributions, in part, from parents/carers. Without some financial contribution from parents/carers the College would find it difficult to maintain the number of visits that regularly take place. The voluntary financial contributions from parents/carers are kept to a reasonable minimum with the aim that all students from the relevant class or subject area, participate in day visits.

The Board of Governors has agreed that its policy for charges will be as follows:

1. Day Visits

For those educational visits where there is a cost, other than the cost of transport, the College will invite a voluntary contribution from parents/carers to meet the costs.

2. Residential Visits

The College will invite voluntary contributions from parents/carers to assist with the cost of food and accommodation. The Board of Governors intends to make an equitable charge, which will not exceed the cost involved for food and accommodation.

3. Involvement in Sporting Activities

When students are representing the College in sporting activities, the College will pay the cost.

4. Educational Materials

Where students create articles, for example, in the course of technology lessons, parents/carers may be asked to provide materials or ingredients on a voluntary basis. Where parents/carers wish to own the finished product they may be required to meet the cost of the materials.

5. Examination Fees

The College will pay the entrance fee for all accredited courses, where the College has prepared the student for the particular course.

6. Instrumental Tuition

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Parents may be expected to pay for individual tuition in playing a musical instrument but not where it is required as part of any syllabus for a public examination or provided for specifically to fulfil the requirements of the Curriculum.

7. Damage to Property

Charges may also include costs to repair broken windows or replacement of lost or damaged College property as a result of a student's behaviour.

8. Voluntary Contributions

The eligibility of students to take part in College activities will not be affected by whether or not a voluntary contribution is made.

The Head of College will consider suspending or cancelling any activity which cannot be funded adequately.

9. College Meals

The College will provide a College meal to all of those students who do not bring a pre-prepared lunch from home. Where the College provides a meal from Autograph Catering it does so in good faith and expects the balance to be settled in good time. The College Administration Team will provide reminder letters detailing the balance due and suitable methods of payment. The College reserves the right to instigate recovery of any debts incurred through reasonable means or put in place a payment plan to ensure the cost can be recouped in an agreed period of time.

10. After College Clubs

A nominal charge will be requested for participation in any after College club.

Remissions Policy

The Remission Policy adopted by The Westminster Specialist College accepts that charges may be waived or reduced, at the discretion of the Head of College.

College Financial Procedures and Protocols will be followed at all times by all staff (see Finance Procedures and Responsibilities Policy).