

The background of the page features a stylized illustration. On the left, a large windmill with four sails is depicted. The sails are white with brown triangular patterns. The body of the windmill is yellow with brown horizontal stripes. To the right of the windmill, a portion of a school building is visible, featuring a large arched window and a smaller arched entrance. The sky is light blue with a few white clouds. The foreground is a green field.

The Edith Borthwick School

CHARGING AND REMISSIONS POLICY

Lead Governor	Stephanie Taylor
Date approved by Governing Body	November 2025
Next review date	Autumn term 2028

1. Introduction

The school governors, in reaching this policy, accept that the funds available to the school allow little or no scope for the funding of school trips and excursions.

However, in order to maintain a life skills curriculum which enables our learners to benefit from the rich stimuli to be found in different environments outside the school, both in the local community and further afield, the governors want to encourage the school to organise educational visits during school hours and residential trips.

2. Educational visits (Day)

These are organised by teachers or groups of teachers, who will normally negotiate reduced or free entry into places of interest, museums etc. Coaches may sometimes need to be hired for these trips when a group is too large to use minibuses. On occasions, parents will be asked to make voluntary contributions to the trip. If insufficient funds are available, the trip may unfortunately be cancelled.

3. Residential trips

These trips are more expensive, but form an important addition to the curriculum. Parents will be expected to cover the full cost of residential trips. Some learners may be eligible for support through the bursary fund, or pupil premium.

Voluntary contributions to the school, awards from grant awarding bodies, and the work of the Friends' Association may help to finance school trips and journeys. These, however, cannot be relied upon as a regular source of income.

Trip letters will explain specific requirements around funding.

4. Examination fees

Where students are entered for assessment leading to national accreditation, e.g. Entry Level , ASDAN, OCR, LCCI, GCSE, course and examination fees are paid in full by the school.

5. Breakages, Intentional Damage to Buildings and property

The school has very clear guidelines for pupils/students regarding their behaviour whilst on the school site and on link courses at other establishments. The Governors acknowledge that some students may have emotional and behavioural difficulties which sometimes result in loss of personal control. They also recognise the high priority given to support and guidance for all pupils within the school. They therefore feel strongly that, when non-accidental damage has been done by their children to buildings or property within the school or other sites used by the school, parents should make a contribution to the costs of repair. Parents will be contacted immediately in the event of damage caused by their children.