



# Charging & Remissions Policy

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|------------------------|---------------|
| Date reviewed:         | February 2021 |
| Approved by Governors: | March 2021    |
| Date for review:       | February 2022 |

## **1. Introduction**

- 1.1 We believe in the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved. In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996 no charges are made to any registered pupil for any books, materials, equipment or apparatus used during school hours. We apply the charging policy in line with Section 457 of the Education Act 1996 which, for example, allows charges to be made for residential school trips and artefacts made in school and taken home. Questions and queries about this policy or discussions regarding the application of this policy to an individual student can be addressed by contacting the main school office and enquiries will be dealt with in confidence by a senior member of staff.

## **2. School Trips**

- 2.1 Day Trips - A charge may be levied in respect of day trips that take place during school hours and are part of the curriculum. Charges will not exceed the cost of school expenses for the trip.
- 2.2 Residential trips – Essential - For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge may be levied for board and lodging. Charges will not exceed the cost of school expenses for the trip.
- 2.3 Residential trips – Non-essential - For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations - A charge may be levied, not exceeding the cost of school expenses for the trip.

## **3. Examination Entries**

- 3.1 A charge may be levied in respect of examination entries for pupils where the school has not been able to prepare the pupil for the examination, despite making all reasonable efforts. In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost. A charge may be levied for pupils re-sitting an examination.

## **4. Materials & Textbooks**

- 4.1 Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually contribute towards their own ingredients.

## **5. Activities Outside School Hours**

- 5.1 No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

- 5.2 If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
- 5.3 For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## **6. Damage/Loss to Property**

- 6.1 A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 6.2 A charge may be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## **7. Voluntary Contributions**

- 7.1 Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

## **8. Other charges**

- 8.1 The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

## **9. Remissions**

- 9.1 The school will give consideration to the remission of charges including where a residential trip takes place wholly, or mainly, during school hours for parents or carers of pupils who qualify for free school meals.
- 9.2 Parents who are eligible for the remission of charges will be dealt with confidentially.