



## Charging and Remissions Policy

Approving Body	Governor/Headteacher
Date Approved	September 2014
Version	V.02
Supersedes Version	V.01
Review Date	September 2015
Legislation	Applies Directly to Academies and Free Schools via Funding Arrangements
Further Information/Guidance	Education Act 1996, Section 457

### Introduction

Policy: Charging and Remissions Policy  
Version: 0.2  
Date: Sept 2014



1. This charging policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996.

### **School Trips**

2. **Day Trips – Essential.** No charge will be levied in respect of day trips that take place as an essential part of the curriculum.
3. **Day Trips – Non Essential.** A charge will be levied for the full cost of the day trips that take place as a non-essential part of the curriculum.
4. **Residential trips – Essential.** For residential trips which form an essential part of the curriculum:
  - a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
  - b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.
5. **Residential trips – Non-Essential.** A charge will be levied for the full cost of the trip.

### **Examination Entries**

6. A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
7. A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).
8. A charge will be levied for all pupils re-sitting an examination at AS and A2 level.
9. A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
10. The charge levied in 6 - 8 above will be the cost of the examination entry, plus any applicable centre.

### **Materials & Textbooks**

11. 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 provide their own ingredients, but if the pupil forgets, the school provides the ingredients and may levy a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge may be made.

## **Music Tuition**

12. The school levies charges in respect of individual music tuition, and group music tuition. The school will heavily subsidise all music tuition by at least 50% as part of its Performing Arts Specialist status. Those pupils who are eligible for Free School Meals receive music tuition for one instrument free of charge.

## **Activities Outside School Hours**

13. 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.
14. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## **Damage/Loss to Property**

15. A charge will 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 Head teacher or Business Manager may decide.
16. A charge will 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.

## **Voluntary Contributions**

17. 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.

## **Lettings**

18. The school will make its facilities available to outside users at a charge. The scale of charges will be determined annually by the Business Advisory Committee. Further details are available in the Lettings Policy.

## **Other charges**

19. The school may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of a student's file.

## **Remissions Policy**

20. The Head Teacher or Business Manager may remit in full or part charges in respect of a pupil, if they feel it is reasonable in the circumstances.