



CHARGING AND REMISSIONS POLICY

Version	Review Date	Update
1.0	October 2012	Policy updated by Chief Finance Officer
2.0	August 2016	Policy updated for approval by CFO, then Trust Board
3.0	April 2017	Policy updated by CEO
4.0	March 2019	Policy updated against The School Bus policy
5.0	March 2021	Policy updated by CFO

Policy Owner	Chief Finance Officer
Policy Reviewer(s)	Chief Finance Officer, Finance Director
Policy Approver(s)	Trust Board
Policy Type	Trust
Distribution List	Headteachers Local Governing Body Clerks Finance Teams
Display on Website	Trust
Display on Intranet	Yes
Related Document(s)	Each school to have a local procedure in place
Policy Effective From	May 2021
Review Frequency	Every two years
Next Review	May 2023



Introduction

Each school within the Trust has their own local arrangements however they all follow the basic parameters as laid down in this policy. This policy will have consideration for, and be compliant with, The Dean Trust's funding agreement, as well as the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2020) 'Governance Handbook'

1. School Trips

- Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum (but also refer to section 7).
- Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
- 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 will be levied up to the full cost of the trip including contingency and school administrative costs.

2. Examination Entries

- A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- 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/carer wishes the pupil to be entered (or pupil him/herself when over 18 years old). 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.
- 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.
- A charge will be levied for the cost of individual invigilation where behaviour is deemed to be a risk of disruption to other pupils.
- The charge levied in (i) – (vi) above will be the cost of the examination entry, plus any applicable centre charges.

3. Materials & Textbooks

- 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 levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.
- A flat rate charge based on current replacement cost will be made for any unreturned text book once the pupil leaves school.

4. Music Tuition

- Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.
- The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.



5. Activities Outside School Hours

- (i) 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 (but also refer to section 7).
- (ii) 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.
- (iii) For all other activities outside school hours, a charge up to the cost of the activity will be levied.

6. Damage/Loss to Property

- (i) 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 CEO or Headteacher may decide.
- (ii) 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 CEO or Headteacher may decide.

7. Voluntary Contributions

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 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. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

8. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually. The school reserves the right to vary such charges at its absolute discretion.

9. Other charges

The CEO, Headteacher, Finance Committee or Local Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

10. Remissions Policy

The CEO, Headteacher, Finance Committee or Local Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The CEO, Headteacher, Finance Committee or Local Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.