

CHARGING AND REMISSION POLICY

Dormers Wells High School

**Maths, Computing and Applied Learning
Specialist College
& Leading Edge School**

Ratified by Governors	October 2025
Review Date	October 2026
Staff Responsible	Mrs H Oghra

Charging and Remission Policy

Introduction

The policy of the governors of Dormers Wells High School is to provide free education for all attending students. This policy is implemented within the letter of the law and also embracing the spirit of it. The governing body has, therefore, set up a charging and remissions policy for certain activities in school. It will be reviewed annually and will be no less generous than the Local Authority's policy.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

This policy complies with our funding agreement and articles of association.

Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

Roles and responsibilities

• The Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

• Headteachers

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

• Staff

Staff are responsible for:

Implementing the charging and remissions policy consistently

Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

• Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

Outline

Where visits are arranged either as an integral part of a particular syllabus or to enhance students' learning experience, parents may be asked to make a voluntary contribution towards the cost. However, legislation states that a student should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the Headteacher for exemption from such contributions. However, we point out in the letter to parents that there comes a time when a trip is not viable if sufficient contributions are not forthcoming. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

There may be occasions when an organisation other than the Local Authority or the school governing body arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided, but permission for children's absence must be sought from the school.

We believe that a school should give students as many varied learning experiences as possible and we shall do our utmost to ensure that all our students have the opportunity to benefit from such experiences. For other activities such as music tuition, residential, field trips, concert and theatre visits, the table below indicates the charges that will be made. It also covers charges related to examination fees in specific cases.

Parents who are in receipt of the following benefits can seek financial subsidy in certain situations.

- Income Support
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Universal Credit –your household income must be less than £7,955 a year (after tax and not including any benefits you get)
- **Where charges cannot be made**

Below we set out what we **cannot** charge for:

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the school premises, where the governing board / Local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

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Individual instrumental music tuition that is over and above the national curriculum, and/or an approved examination syllabus.	A charge will be made per lesson, This will be reviewed when the charges made to the school increase. Parents in receipt of certain benefits could be eligible for a reduction of fees. Any examination fees are paid by parents. Students who participate in agreed musical activities may have a part or entire remission from fees.	
Activities during school time.	Voluntary contributions requested from parents.	In cases where families receive certain benefits, if parents notify the school, statutory remission may apply.
Activities outside school time not related to statutory duties.	Parents to pay all charges.	
Board and lodging on residential visits both during and outside of school hours.	Parents to pay all charges.	
Re-scrutiny of exam results at student/parent request.	Parents to pay all charges.	
Exam entry for prescribed exam for which students have not been prepared by school.	Parents to pay all charges.	No remission.
Entry for an exam which is not on prescribed list where preparation takes place outside school hours.	A charge will be made.	No remission.
Entry for re-sits of prescribed public examination where no further preparation provided by school	Parents to pay all charges.	No remission.
Entry fees for resits to be paid by the parent/carer	Parents to pay all charges.	Fees repaid if student improves by at least one complete grade boundary.
Entry fees where a student has failed to complete the entry requirements for the course either by not completing coursework/controlled	School seeks to recover fees from parents.	N/A

assessment and/or not sitting the written part of the examination without production of a medical certificate.		
Non-residential educational visits and field trips.	Parents will be asked for a voluntary contribution.	In cases where families receive benefits, if parents notify the school, statutory remission applies
Freedom of Information Act – which relates to certain paperwork that parents can request copies of.	Charge to parents.	No remission.
A charge will be levied in respect of wilful damage, neglect or loss of school property, including premises (school and third party), furniture, equipment, books (including library books) or materials the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.	Charge to parents	
Where there is a charge for catering consumed but not paid, full amount is recoverable by the school for the third party provider (Caterlink).	Charge to parents	
A charge will be levied in respect of wilful damage, accidental damage, neglect or loss of property (including premises, furniture, equipment, books or materials) by 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.	Charge to third party	
Malicious activation of the fire alarm.	Charge to parents.	
Equipment i.e. pencils, pens, rulers, erasers, art sketch books, revision guides, scientific calculators, replacement ID cards	Parents to pay all charges.	
Uniform i.e. ties, badges, PE shirts, trousers, blazers, shirts	Parents to pay all charges.	In cases where families receive certain benefits, if parents notify the school, statutory remission may apply.

Materials: retention of items produced as a result of art, craft and design or technology / food technology.	Charge to parents	
School minibus travel during school time	Voluntary contributions requested from parents	
School minibus travel outside school time / residential	Parents to pay all charges.	
Refund requested for deposit, part or full payment of Trips	<p>Third party refund charge of between £2.50-£5.00 per trip, payable in full by the parents. Transfer of funds to catering purse will be free of charge.</p> <p>Exceptions:</p> <ol style="list-style-type: none"> 1. Where cancellation of trip is due to insufficient pupil numbers and school is required to cancel the trip. 2. Where the trip has been cancelled by the school due to exceptional circumstances, such as a pandemic. 	
Miscellaneous Services The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.	Charge to requester.	

Reviews and Operation of this Policy

The Governors have overall responsibility for the operation of this policy and it will be reviewed annually.

Signed: _____ Date: _____

Chair of Trustees: Subroto Muzamdar

Signed: _____ Date: _____

Headteacher: Róisín Walsh