



CHARGING AND REMISSION POLICY

Dormers Wells High School

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

Ratified by Governors	November 2020
Review Date	November 2021
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. Academies are required to comply with this Act through their funding agreements.

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.

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
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Definitions

➤ **Charge:** a fee payable for specifically defined activities

➤ **Remission:** the cancellation of a charge which would normally be payable

	Charging Policy	Remission Policy
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 benefits, if parents notify the school, statutory remission applies
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 assessment and/or not sitting the written part of the examination without production of a medical certificate.	School seeks to recover fees from parents.	N/A
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, furniture, equipment, books or materials), the charge to be the cost of	Charge to parents.	

replacement or repair, or such lower cost as the Headteacher may decide.		
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.	
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.	
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 Governors: Tan Afzal

Signed: _____ Date: _____
Headteacher: Róisín Walsh