



# POLICY FOR CHARGING AND REMISSIONS

**Reviewer:** Finance and  
Resources Committee

**Reviewed:** November 2021

**RATIFIED BY GOVERNING BODY ON:** 26<sup>th</sup> November 2021

**SIGNED:**

*Amanda Steves*

(Chair of Finance and Resources Committee)

**DATE:**

30<sup>th</sup> November 2021

## **Policy Statement**

Following the Education Reform Act 1988, every school must have, and publish for parents, a charging policy. The Governors' decisions are set out in this policy.

## **The Aims of the Policy**

The aims of this policy are to:

- a. define what the school can charge for
- b. clarify when voluntary contributions can be requested
- c. clarify when charges will be remitted.

## **Procedure**

### **Books and Equipment**

Parents/carers are responsible for ensuring their child is provided with pens, pencils, erasers, rulers, calculators, etc. Some subject departments will have, available to purchase, specialist items such as scientific calculators, protractors and laboratory coats.

If students lose or damage books or equipment issued to them, parents/carers are expected to pay for the cost of replacement or repair.

### **Materials**

Parents/carers of students who are on practical courses (e.g. Food Technology, Art, etc.) may be asked by departments to make a contribution towards materials etc. that will be used during the course of the year. We will also use pupil premium contributions to support as required.

### **Activities**

If an activity is deemed to be curriculum based, is within the school day or is part of an examination course, any payment from parents/carers is voluntary. However, if parents are unable or unwilling to contribute, it may be that the activity will not be able to take place.

Students will never be treated differently according to whether or not their parents/carers have made any such payments.

If an activity is outside the school day and is not part of an examination course, the specified payment is required for students to take part.

### **Residential Visits**

For residential visits that take place mainly outside school time and are not required by an examination course, payment will be required for the student to take part. For all visits, pupil premium funding will be used to support students where appropriate.

### **Public Examinations**

The Head:

- a. has the delegated responsibility to decide whether students are entered for particular examinations
- b. has the authority to charge for examination entries in certain circumstances (this will usually apply to 'resits' of modules or full exams where school has paid first entry).
- c. is authorised to request payment for wasted examination fees.

## **Music Tuition**

The Head is authorised to charge for music tuition within and outside normal classroom activities.

## **Loss of and Damage to School Property**

The school is permitted to ask parents to pay for the cost of repair or replacement of defaced, damaged or lost equipment, facilities, property or resources where this is the result of a student's behaviour. If a student deliberately damages or loses school property, then they and the student's parents/carers will be asked to pay for the cost of the repair or replacement of the resource/property; or to make a realistic contribution to the cost of the repair or replacement.

Parents/carers will be informed of the damage and the actions that led to the damage. When the balance of probabilities (it is more likely than not that the incident has taken place) show that the actions of the student(s) have led to the damage, then an invoice will be raised against the student/parents/carers explaining the nature of repair/replacement and associated cost. A subjective standard will also be applied to decisions to invoice not only on "balance of probability" but also where a student's mood or state of mind may have been a factor in the event.

Examples of damage/loss of school property that students/parents/carers have been charged for include (but not exhaustive) a broken glass door panel after student kicked it on purpose; broken mag lock panels after forceful opening to go out of bounds; purposeful damage of computer equipment; broken door handles after forceful opening to enter a room that was out of bounds; and the repair of a school lift following students behaving inappropriately in the lift (which is out of bounds for students).

Following the invoice being issued, students/parents/carers will be given 28 days to settle the school debt or to contact the school to make alternative arrangements to pay the invoice.

As a school, we feel that it is important that all students conduct themselves at all times in line with our school purpose and values. If students make mistakes and damage or lose property then they must accept responsibility and the consequences that this brings if it has arisen from poor behaviour, conduct or out of bounds actions. In such circumstances, removal of school privileges is also likely in accordance with the School Behaviour Management Policy.

## **Complaints Policy**

Under the Education Reform Act 1988, a procedure is laid down which relates to complaints about the action of a governing body in respect of the school curriculum and related matters. This document is available on request.

Most concerns or potential problems can be settled best in informal discussions with the Head and/or other staff in the school.

## **Remissions**

Where the activity is mostly within school hours, the governing body may propose to remit, wholly or partly, any charge that would otherwise be payable under the terms of this charging policy.

Where an activity takes place partly within and partly outside of school hours, it will be determined as follows whether it is an optional extra activity that can be the subject of a charge.

In the following circumstances relating to non-residential activities, charges may be remitted.

- a. If 50% or more of the time spent on an optional extra activity occurs during school hours, including time spent travelling, it is deemed to take place within school hours.
- b. Where less than 50% of the time spent on an activity falls outside of school hours, it is deemed to take place outside of school hours. For example, if students leave on a theatre visit two hours before the school day ends but the visit continues until late evening, it is deemed to be outside of schools hours. If the number of half-day school sessions taken up by a visit is equal to or greater than 50% of the number of half-days spent on a visit, it is deemed to be during school hours. (A school day must be divided into two sessions, with a session meaning any period of 12 hours ending at noon or midnight.)

Therefore

a residential visit that starts at noon on a Thursday and ends at 9pm Sunday counts as seven half days; however, as only three are school sessions, the visit is deemed to be out of school hours.