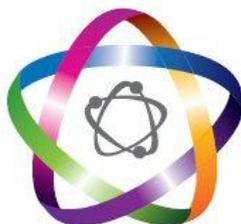


POLICY DOCUMENT No F02**DEBENHAM HIGH SCHOOL**

A Church of England High Performing Specialist Academy

**Charging and Remissions Policy**

This policy is reviewed biennially

History of Document

Issue No	Author/Owner	Date Written	Approved by Finance/GP	Comments
Issue 1	M J Crawshaw	May 96		1 st issue
Issue 2	M J Crawshaw	Jan 00		Minor Amendments
Issue 3	M J Crawshaw	Oct 03		Minor revisions
Issue 4	M J Crawshaw	Feb 10		Minor amendment
Issue 5	Tracy Darby	May 11	31 May 11	Academy revisions
Issue 6	Tracy Darby	Nov 11	13.01.12	Minor amendments
Issue 7	Tracy Darby	July 12	28 Sept 2012	Minor amendments and addition of form
Issue 8	Tracy Darby	Oct 13		Minor update and removal of form.
Issue 9	Tracy Darby	Oct 14	17/10/14	Minor update
Issue 10	Tracy Darby	Oct 16	14/10/2016	Minor update
Issue 11	Tracy Willmott	Oct 18	19/10/2018	Addition of legislation reference, definitions and points of clarification
Issue 12	Tracy Willmott	Oct 20	15/10/2020	Minor changes in line with model policy
Issue 13	Tracy Willmott	Oct 22	13/10/2022	No changes

1. Introduction

The Governing Body recognises the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards pupils' personal and social education.

The Governing Body aims to promote and provide activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

2. Legislation and Guidance

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

3. Definitions

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

4. Where charges cannot be made

The school cannot charge for the following:

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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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; and
- 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 local authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body 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 of 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit.

While wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils, the Governing Body reserves the right to make a charge or request a voluntary contribution for certain activities organised by the school from time to time.

5. Where charges can be made

5.1. Optional extras

The school endeavours to provide a range of activities which are held outside the compulsory curriculum, known as 'optional extras', and in these cases the school can charge for providing materials, books, instruments or equipment.

Parents/carers will be notified in advance of any such activities and their estimated cost, and asked to make a contribution. Parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity, its cost and the number of participants. Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Charges may include an appropriate element of: the pupils' travel cost, the pupils' board and lodging cost, materials, books, instruments, and other equipment, extra staff costs, entrance fees to museums, castles, theatres etc, insurance costs, the expenses only of participating teachers engaged on a separate contract to provide an 'optional extra'.

Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an 'optional extra' and only board and lodging charges may be made.

5.2. Charging for residential activities

If the activity is during school hours (ie, more than 50% of the activity takes place during school hours), charges will be made for the board and lodging element of such activities, and parents/carers will be asked to make a voluntary contribution towards travel expenses and entrance fees etc.

Parents/carers will be notified in advance of any such activities and their estimated cost, and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the actual cost of providing travel, activities, board and lodging for each pupil; no other cost will be covered by the charge.

5.3. Materials, Equipment and Ingredients

It is the responsibility of parents/carers to cover the cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside school hours and which are purely voluntary and optional. (It remains the parent/carer's responsibility to supply school uniform including PE Kit).

Resources to support learning, such as revision guides, will be recommended for purchase by parents and carers. These items will be suggested by each department and if ordered through the school, will often secure a better rate than as an individual purchase, but such books will not be fundamental to lessons or homework, which will always be provided by the school.

5.4. Examination Fees

No charge will be made for the first attempt at a prescribed public examination for which the pupil has been prepared by the school. If a pupil fails without reasonable cause to complete the examination requirements of any public examination for which the school has paid the entry fee, the fee involved will be recovered from the pupil's parents/carers. Where this is the case, in exceptional circumstances, such as the illness of the pupil, the fee payable by parents/carers may be remitted by the Governing Body.

Where a pupil wishes to enter a public examination for a subject/course not delivered by the school, the Governing Body may make a charge for the cost of entering the pupil for the examination if previously agreed by the parent/carer.

Heads of Faculty/Department recommend which of those candidates who did not reach their potential grade should be re-entered for exams at the school's expense (Exams Cost Centre). Parents/carers can request to pay for a re-sit if the school has not already recommended for this to take place.

5.5. Music Tuition

There is a charge for individual tuition in the playing of a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. Such tuition will be payable to the Peripatetic teacher providing the tuition, who will do so under a private contract.

5.6. Community Users

The school may arrange to let its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities and sports clubs. See Lettings Policy.

5.7. General

The cost of repairing damage and replacing school property or equipment (lost, defaced or damaged) remains the responsibility of the parent/carer when this damage or loss is the result of their child's behaviour or negligence.

Parents/carers should refer to page 6 of the Pupil Log Book which advises pupils not to bring valuables into school and states that the school takes no responsibility for any items lost.

The Governing Body may from time to time amend the categories of activity for which a charge may be made.

6. Voluntary contributions

As an exception to the requirements set out in section 4.1 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

The Governing Body reserves the right to ask for a voluntary contribution towards the cost of materials, equipment and ingredients relating to activities taking place in school hours, for example during design and food technology lessons for pupils.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

7. Remissions

Parents/carers may apply to Debenham High School for remission of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This is available on a case by case basis. The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors' discretion.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents/carers to apply in confidence for the remission of charges in part or in full. To qualify for help, parents/carers must apply in confidence to the Headteacher, Deputy Headteacher or Assistant Headteacher and, if requested, provide proof of their income or benefit.

Authorisation of remission will be made by the Headteacher, Deputy Headteacher or Assistant Headteacher on behalf of the Governors. All parents/carers, however, will have the right of appeal to the Governing Body, normally represented by the Chair or Vice-Chair of Governors.

At the discretion of the Headteacher parents/carers in receipt of one of the following will be given full or part remission of charges:

- Free School Meals
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit, provided the working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Custom rules*See [HM Revenue & Customs: Tax credits, Child Benefit and Guardian's Allowance](#)

- The Guarantee Element of the State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit
- Other exceptional circumstances not falling within the criteria listed above.

In the case of uniform support, the pupil must at least:

- Have more than one term remaining at Debenham High School OR
- Be starting at the school the following term.