

Charging & Remissions

Approved by the Governors: 10th June 2024



Mission:

A Christian school which enables all students, regardless of beliefs, abilities or background, to reach their potential and flourish.

Vision:

‘Life in all its fullness’ John 10:10

To deliver academic excellence every day.
To enable character development and personal growth.
To provide extraordinary experiences that create lifelong memories.
To create a supportive and happy learning community with a sense of togetherness.
To work in effective partnerships to have a positive influence across our community.

Belief ♦ Trust ♦ Resilience ♦ Challenge

Chair of FRA: Alan Howe

Date: 01/06/2026

Approval from Headteacher: Mike Gunston

Date: 01/06/2026

This policy was reviewed and agreed by the FRA Committee

Last reviewed on: June 2026

Next review due by: June 2028

Changes since last:

- Complete review against model policy
- Added section on damages to property and stock
- Added section on refunds

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1. Aims

Dyson Perrins Church of England Academy recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education.

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

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 be made
- Offer a range of activities and visits whilst minimising the financial barriers that may present some students from taking full advantage of these opportunities

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. Roles and responsibilities

4.1 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 Body also has overall responsibility for monitoring the implementation of this policy and approving it on an annual basis.

4.2 Headteacher

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

4.3 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.

4.4 Parents

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

5. Where Charges Cannot be Made

Below we set out what we cannot charge for:

5.1 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 student is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the Governing Body or local authority has arranged for students to be educated
- Transport that enables a student 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

5.3 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 student is being prepared for at the school
 - Religious education
 - Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

6. Where Charges Can Be Made

The Governing Body therefore reserves the right to make charges in the following circumstances for activities organised by the school:

- Any materials, books, instruments or equipment, where the child's parent wishes them to own them
- Optional extras (see section 6.1)
- The full cost to each student of optional additional activities which take place outside school hours.
- Music and vocal tuition, in limited circumstances (see section 6.2)
- Use of Community facilities

- Examination fees. The Governing Body reserves the right to levy charges in respect of the following:
 - Where a parent (or student of 18+) asks for an examination result to be re-scrutinised, and a charge is made by the examining board for this service
 - Where a parent (or student of 18+) requests copies of scripts from examination boards
 - Where the governing body agrees to enter a student for an accredited qualification examination for which he or she has not been prepared by the school
 - When a parent (or student of 18+) requests a re-sit(s) of an examination component
 - Where a student, with parental agreement, is entered for an examination for a non-accredited qualification
 - Where a student fails, without good reason, to complete the requirements of any public examination (including failure to attend an examination without an approved reason) where the school paid or agreed to pay the entry fee.

The charges levied above will be the cost of the examination entry fee plus appropriate administration costs.

6.1 Optional Extras

We are able to charge for activities known as optional extras. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the student to school or to other premises where the local authority or Governing Body has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.2 Music Tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- For a student who is looked after by a local authority

6.3 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary Contributions

Dyson Perrins Church of England Academy may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our students' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

8. Damages to Property and Stock

Where school property has been wilfully damaged by a student the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

9. Activities We Charge For

In certain practical subjects, parents will be invited to pay for or to supply ingredients/materials on the basis that the finished product will be the property of the student. This may include Food Technology and Design Technology.

10. Remissions

In some circumstances the school may not charge for items or activities as set out in section 6 of this policy. This will be at the discretion of the Senior Leadership Team and will depend on the activity in question.

The school may wish to remit in full or in part the cost of activities for particular groups of parents, for example, in the case of family hardship. However, the school does not have to offer any remission for hardship for an activity that is outside of normal lesson time and not a compulsory part of the curriculum.

10.1 Remissions for Residential Visits

Where the parents of a student are in receipt of income support or family credit, the school may offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours and where it forms an essential part of the examination syllabus.

11. Refunds

All initial deposits for school activities will be non-refundable. Parents will be informed of this when they are provided with initial information about an activity.

In the event that the school has to cancel an activity due to foreseen circumstances, parental contributions will be refunded. In the event that an activity is cancelled by a party other than the school due to unforeseen circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a student or their parents cancel the student's place on an activity, it is at the Headteacher's discretion as to whether a refund is given. The Headteacher will consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the student's place on the activity, and whether the place on the activity can be offered to another student.

Where a student or their parents have previously cancelled a place on an activity and received a full refund, the school has the right to refuse to allow the student to attend future activities and visits.

In the event that a student cannot attend an activity at the last minute, e.g. due to illness, it is at the Headteacher's discretion as to whether a refund is given, taking into account whether the school will be reimbursed for the student's place on the activity and whether the place on the activity can be offered to another student.

In the event that a student cannot attend an activity due to behaviour issues, it is at the Headteacher's discretion as to whether a refund is given, taking into account whether the school will be reimbursed for the student's place on the activity and whether the place on the activity can be offered to another student.

In the event that a school activity is postponed due to unforeseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the activity. The Headteacher will discuss options with the governing board, which could include carrying

forward the money until the activity takes place, transferring the money to another activity, or refunding parents.

In the event that the decision is made to postpone an activity due to foreseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the activity. The Headteacher will discuss options with the governing board, which could include carrying forward the money until the activity takes place, transferring the money to another activity, or refunding parents.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all students and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

12. Monitoring Arrangements

The CFO of the School, with the FRA Committee, monitors charges and remissions and ensures these comply with this policy.

The policy will be reviewed annually and at every review will be approved by the Full Governing Body.