

## 1. Introduction

Section 457 of the Education Act 1996 requires the governing body of any school to adopt a policy on charging and remission arrangements for school activities.

The principal circumstances in which charging is permissible under the Education Act 1996 are as follows:

## 2. School Trips

**Residential (Essential)** – For residential trips which are essential to the National Curriculum, in preparation for accredited examinations, a charge will be levied for board and lodging.

**Residential (Non-essential)** – For residential trips which are not essential to the National Curriculum, in preparation for prescribed examinations a charge will be levied up to the full cost of the trip.

The cost of the trip is to be calculated and the charge apportioned accordingly. If, once all of the expenses have been cleared, the trip has a surplus of funds exceeding £10.00 per pupil attending; this will be reimbursed equally to the participants. Any amount below this will be retained within School Fund.

Where a student is removed from a future trip, or sent home from a current trip, due to poor behaviour costs incurred will be passed to the parent/guardian. This may result in a full refund not being given.

## 3. Examinations

The Governing Body reserves the right to levy charges in respect of the following:

- a) Where a parent (or pupil of 18+) asks for an examination result to be re-scrutinised, and a charge is made by the examining board for this service.
- b) Where a parent (or pupil of 18+) requests copies of scripts from examination boards.
- c) Where the governing body agrees to enter a pupil for an accredited qualification examination for which he or she has not been prepared by the school.
- d) When a parent (or pupil of 18+) requests a re-sit(s) of an examination component.
- e) Where a pupil, with parental agreement, is entered for an examination for a non-accredited qualification.
- f) Where a pupil 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 in a) to f) above will be the cost of the examination entry fee plus appropriate administration costs.

#### **4. Finished Materials**

Where a pupil or parent wishes to retain items produced as a result of art or technology, a charge may be levied for the cost of the materials used.

#### **5. Music Tuition**

The governing body reserves the right to levy charges in respect of individual and group music tuition, if the teaching is not an essential part of either the national curriculum or an accredited qualification syllabus being followed by the pupil.

#### **6. Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the national curriculum, or that form an essential part of the syllabus for an accredited qualification.

If a pupil is prepared outside school hours for an examination that is not set out in regulations, a charge will be levied for tuition and other costs.

For all other activities outside school hours, the governing body reserves the right to charge up to the cost of the activity.

#### **7. Damage / Loss to Property**

The governing body reserves the right to levy a charge in respect of wilful damage, neglect or loss of school property and/or third party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

#### **8. Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

#### **9. Lettings**

Refer to the school's Lettings Policy and the scale of charges determined annually by the Headteacher and Business Manager.

#### **10. Remissions**

If a student attracts an element of the Pupil Premium Grant the governing body reserves the right to remit charges in respect of the student, if it feels it is reasonable in the circumstances, in the following matters:

- a. Music tuition
- b. Residential cost of trips
- c. Educational resources
- d. Educational trips, including rewards trips
- e. Uniform

The extent of remission will be decided by the Headteacher and PP Lead.

**Review Date: Summer 2026**