



Charging and Remissions Policy

Document Name	Date of Issue	Date of Revision
Charging and Remissions Policy - V1.0 based on DfE guidance		
	October 2015	October 2020

The Directors have paid due regard to the impact of all aspects of equality in the writing of this policy

1 Introduction

- 1.1 The purpose of this policy is to ensure that there is clarity over those items which schools within the Trust will provide free of charge and for those items where there may be a charge.
- 1.2 We believe in the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved. In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996 no charges are made to any registered pupil for any books, materials, equipment or apparatus used during school hours. We apply the charging policy in line with Section 457 of the Education Act 1996 which allows charges to be made for residential school trips and artefacts made in school and taken home.
- 1.3 This policy is consistent with the guidelines within "Charging for School Activities", issued by the Department for Education in October 2014.

2. Principles

- 2.1 The Trust is committed to the principle of children receiving a free education. We make no charge for any educational activities which are part of the National Curriculum or statutory RE instruction in school time. This includes any materials, equipment and transport to take pupils between the school and the activity.
- 2.2 We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be difficult to fund from school funds. Suggested voluntary contribution levels will be set such that the school would receive no more than the cost of the activity assuming that contributions in full were received. Although there is no legal obligation to contribute and no child will be omitted from the trip, failure to receive sufficient contributions could cause the visit to be cancelled.
- 2.3 Where a child is eligible for free school meals, the voluntary contributions will be set at no more than fifty percent of the costs per pupil. There will be no additional costs incurred for other pupils to include any shortfall. It is for the school to fund any shortfalls from its funds.
- 2.4 Further support may be available towards part or all the cost of an activity where there are financial difficulties or the family is in receipt of relevant family benefits that would qualify their child(ren) for free school meals.
- 2.5 We may charge where it enables an increase or enriches non-statutory extra-curricular provision.
- 2.6 We support the development of all community and private groups using school facilities through a structured charging system. We raise income for the school from local groups' usage of facilities.

3. Music Tuition

- 3.1 The cost of music teaching to individuals or groups where requested by parents/carers will be met from charges to parents/carers, or subsidised through the school budget for pupils entitled to free school meals. Parents will be expected to hire or buy specialist equipment,

such as musical instruments. Some instruments may be available for financial hire through Dorset Music Service.

4. Residential Activities

- 4.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element.
- 4.2 A charge to cover the costs of board and lodging and a voluntary contribution for transport and activity costs will be sought. For such activities, children who would qualify for free school meals will not be required to make any payment for the costs of board and lodgings.
- 4.3 Payment will be required in respect of residential visits taking place mainly outside school time and not required for an examination course. The Head of School has the discretion to provide remission as per paragraph 4.3 above.

5. Lettings and Services

- 5.1 Please refer to the separate policy on Lettings and 'Conditions of Hire'.

6. Arrangements for part or full remissions of charges

- 6.1 The Trust may provide financial support from the school budget or other income for those families in financial difficulty or in receipt of free school meals. The Trust may provide financial support from the school budget or other income for those families unable to afford the cost of uniform and PE kit required by the school.
- 6.2 Such remissions will be authorised by the Head of School based on his/her assessment of financial need. Please contact the Head of School to discuss.
- 6.3 Remissions of charges are available to all families who are in receipt of relevant family benefits that would qualify their child(ren) for free school meals.

7. Loss and Damage to School Property

- 7.1 Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement.