



Charging & Remissions Policy

Policy Owner	Business Manager
Approved By	Finance & Resources
Date of Last Approval	December 2024
Review Cycle	Annually
Next Review Date	5 th December 2025

Aims and objectives

The objectives of the charging provisions of the 1988 Education Reform Act are:

- to maintain the right to free school education
- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of the parent's ability or willingness to help meet the cost
- to give LAs and schools the *discretion* to charge for optional activities provided wholly or mainly out of school hours
- to confirm the right of schools to invite voluntary contribution for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours

The objective of the College is to extend the educational opportunities and to enrich the curriculum of all of its students. To support that intention, it is College policy to:

- invite voluntary contributions from parents in support of such activities, whenever permitted by legislation
- make charges for any activities for which a charge is permitted under the legislation
- invite parents to pay, in cash or 'in kind', for materials used in College, where parents have indicated a wish to own the finished article incorporating those materials

Journeys Visits and Activities

Journeys, visits and activities play an important part in enhancing the curriculum

Day visits and activities mainly or wholly during College hours

There will be no compulsory charge for visits and activities during College hours. This means that parents will not have to pay for transport costs, or entry fees. However, parents will be asked to support the College's use of visits and activities through voluntary contributions towards the cost and on each occasion the College will give advice about the appropriate amount.

The College's arrangements for visits and activities mainly or wholly during College hours will be subject to sufficient funds being available from voluntary contributions to cover the costs.

Residential visits mainly or wholly during College hours

Pupils eligible for free school meals and/or pupil premium funding may be exempt from paying the charges or voluntary contributions. This is at the discretion of the Principal, or their delegate, on an individual basis.

Requests for consideration for remission to charges should be made in writing..

Day and Residential visits mainly outside College hours.

Where a visit is 50% or more outside of College hours, including travelling time, it counts as outside College hours. Parents are liable for the whole costs of such visits and journeys including transport, board and lodging, tuition and any other costs incurred.

Where an activity takes place wholly or mainly outside College hours the charge made to parents will not exceed the costs of providing the activity.

Activities not arranged by the College

When an activity is organised by a third party and is approved by the College, is educational or is supervised by someone authorised by the College, then the same guidance outlined above applies as to how charges apply.

Voluntary Contributions

Voluntary contributions to the College may be requested for general funds and or to fund activities that will enrich the students' education.

Inability or unwillingness to pay

The College is committed to ensuring fair access and treatment of all students and this means ensuring that no child is excluded from an activity during the school day because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

Calculating charges

When charges are made for any activity, whether during or outside of the College day, they will be based on the actual costs incurred, divided by the total number of Students participating. There will be no levy on those who can pay to support those who can't or won't. Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the College and/or charges to parents. If insufficient numbers of parents contribute, the College reserve the right to cancel any activity.

The Governing Body requires that, when writing to parents to ask for payments or to invite contributions, the organisers of the activity should state clearly the circumstances which permit charging to take place, the arrangement for remission of charges, and the items to be covered by the payment or contributions.

Charges for materials

Parents will be invited to make an annual contribution to the college should they wish for their child to take home projects made in College. If a contribution is not received the items will be recycled at the end of the academic year. Letters will be sent out at the start of the academic year requesting contributions and a record of those students participating will be kept.

Loss of or damage to College property, equipment, fittings, fixtures

Charges will be made for the loss of college property and equipment and for damage to college property, equipment, fittings and fixtures caused deliberately or through careless or inappropriate behaviour.

Fees/Charges for examination re-sits

No entry fee for a public examination is charged by the College, except in the following circumstances:

- the examination is on the set list, but the student was not prepared for it at the College
- the examination is not on the set list but the College arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the College originally paid or agreed to pay the entry fee
- if a student fails without good reason to complete the requirements of the relevant examination course or does not complete controlled assessments
- the Principal has discretion to decide whether examination fees should be charged for public examinations for which a student was not prepared by the College