

## CHARGING AND REMISSIONS POLICY


### 2025-26

<b>RESPONSIBILITY:</b>	<b>FINANCE, HR &amp; AUDIT COMMITTEE</b>
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<b>PROPOSED BY:</b>	<b>FINANCE &amp; HR MANAGER</b>
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<b>TYPE OF POLICY:</b>	<b>STATUTORY</b>
<b>ON WEBSITE</b>	<b>YES</b>

<b>DATE AGREED BY FINANCE, HR &amp; AUDIT COMMITTEE:</b>	<b>19 MARCH 2025</b>
<b>FREQUENCY OF REVIEW:</b>	<b>ANNUAL</b>
<b>NEXT REVIEW:</b>	<b>MARCH 2026</b>

<b>APPROVED BY:</b>	<b>GOVERNING BOARD</b>
<b>DATE APPROVED AND ISSUED:</b>	<b>31 MARCH 2025</b>
<b>SIGNATURE:</b>	 <b>PIPPA BAZALGETTE CHAIR OF GOVERNORS</b>

In reviewing this policy, the Finance, HR & Audit Committee has taken into account the provisions of the Equality Act 2010.

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## **Introduction**

This charging policy has been compiled in line with DfE guidance.

The Governing Board recognises the valuable contribution that the wide range of additional activities, including trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

Throughout this policy, the term "Parents/carers" means all those having parental responsibility for a child.

## **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from Parents/carers. No student will have access to the curriculum denied through financial constraints.

## **Responsibilities**

The Governing Board is responsible for determining the content of the policy and the Headteacher is responsible for its implementation. Any determinations with respect to individual Parents/carers will be considered jointly by the Headteacher and the Finance & HR Manager.

## **Publication of Information**

A copy of this policy will be published on the School Website.

## **Charges**

The following charges will normally be levied by the school:

- the cost of board and lodging on residential visits taking place wholly or mainly during school hours (not to exceed the costs). In addition, Parents/carers will normally be asked for voluntary contributions to meet the cost of travel, activities, insurance and any other costs directly attributable to the trip
- the full cost of trips and activities that are not a requirement of the curriculum, and are therefore deemed 'optional extras'. The total cost will be divided equally between the number of students participating to meet the costs for:
  - travel
  - board and lodging
  - materials and equipment
  - non-teaching staff costs
  - entrance fees
  - insurance costs
  - any other costs attributable to the trip
- individual tuition in the playing of a musical instrument
- re-sits for public examinations
- costs of non-prescribed examinations where no further preparation has been provided by the school
- exam fees where a student fails to attend an examination for reasons not acceptable to the school
- exam fees, plus a £10 surcharge per written paper or module, plus the full cost of invigilation where necessary, in a subject(s) not offered by the school, where a private entry has been requested

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- sixth form students with an attendance level below 90% will be required to pay for their exam entries in the relevant subjects
  - out-of-catchment school transport arranged by the school. These charges will not be subject to the usual remissions policy, as the school has already subsidised the cost in setting the scale of charges for this provision. Please refer to the separate School Travel Policy for further information
  - any other education, transport or examination fee unless charges are specifically prohibited
  - materials, books, instruments or equipment where the student's parent/carer wishes them to own them, or in the case of practical subjects, wishes them to own the finished product
  - breakages and replacements as a result of damages or loss caused wilfully or negligently by students
  - extra-curricular activities and school clubs

### **Voluntary Contributions**

Parents/carers will be invited to make a voluntary contribution to the costs of providing trips and activities, in or out of school time, for which compulsory charges cannot be levied. Such enrichment opportunities can only be provided if there are sufficient contributions made to cover all associated costs.

The terms of any request made to Parents/carers will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to Parents/carers:

- that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay; and
- that registered students at the school will not be treated differently according to whether or not their Parents/carers have made any contribution in response to the request; and
- that the proposed activity or trip may not take place if there are insufficient contributions to cover costs

The trip organiser will set out in a letter to Parents/carers inviting participation in the trip or activity what the contribution is intended to cover, and may include some or all of the following:

- travel to and from the destination
- entrance fees
- board and lodging
- materials and equipment
- additional support staff, teaching costs or third-party fees directly associated with the provision of an activity or trip
- insurance costs

Any contributions received in excess of the final cost of a trip or activity will be returned to the parent/carer, by bank transfer or cheque, if the surplus exceeds £5 per participant. Any surplus contributions not returnable to parents/carers will be made available to the organising department for the purchase of additional equipment or resources.

Families in financial hardship may apply for assistance towards costs from the Vandyke Opportunities Fund. Applications are to be made via the trip organiser who will complete an application form and submit to a Vandyke Opportunities Fund signatory for approval.