



# Charging and Remissions Policy

<b>Author</b>	Mrs A Robson, Finance Manager		
<b>Approved by</b>	F&R Committee	<b>Signed</b>	<i>L Gunasekara</i>
<b>Reviewed Date</b>	October 2024		
<b>Next Review Date</b>	October 2025		

The Governing Body of Dartford Science and Technology College has produced a Charging and Remissions Policy 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. The Governing Body has delegated responsibility for approving this policy to the Finance and Resource Committee.

The Governing Body recognises the valuable contribution that a wide range of activities including College visits, after College clubs and residential experiences can make towards a student's personal and social education. DSTC aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

### **Definitions**

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

### **Where charges cannot be made**

Below we set out what we cannot charge for:

#### **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/carer.
- 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.

#### **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 s/he has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

#### **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, covering for teachers who are absent from College accompanying students on a residential visit.

## **Where charges can be made**

Below we set out what we can charge for:

### **Education**

- Any materials, books, instruments or equipment, where the student's parent wishes her/him to own them. This includes:
  - Materials/ingredients required to produce a finished product made in Art, DT lessons etc where the student's parents have agreed in advance that the finished article should be owned by the student/parent/carer.
  - Some optional items of equipment (such as calculators, revision guides etc) may on occasion be offered for sale by the school.
  - The non-return (or damage to) library books or textbooks.
  - Photocopying and/or printing which is not required by a member of staff may be charged for.
- Optional extras (see below).
- Music and vocal tuition, in limited circumstances.
- Community facilities.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirements for a syllabus.

### **Optional extras**

We are able to charge for activities known as 'optional extras'. In these cases, we 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.
- Re-marking an examination paper where the re-mark is requested by the parent or student but not recommended by 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 salaries.
- 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.

### **Music tuition**

The school 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/carer.

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.

### **Residential visits**

The school will charge for board and lodging on residential visits, but the charge will not exceed the actual cost.

Please note that DSTC will seek payment from parents for damage to or loss of school property, caused wilfully or negligently by their daughter/son.

### **Voluntary contributions**

As an exception to the requirements set out in the *Where charges cannot be made* section of this policy, the College is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Activities for which the school may ask parents for voluntary contributions include trips and sports activities etc.

There is no obligation for parents to make any contribution, and no student will be excluded from an activity that is a compulsory part of the National Curriculum if their parents are unwilling or unable to pay.

If the College is unable to raise enough funds for an activity or visit then it will be cancelled. This will be explained to parents at the outset.

### **Remissions**

In some circumstances the school may not charge for items or activities set out in the *Where charges can be made* section of this policy. This will be at the discretion of the Principal/Governing Body and will depend on the activity in question.

## **Remissions for residential visits**

Parents/carers who can prove they are in receipt of any of the following benefits will be considered on a case by case basis by the Pupil Premium Coordinator from paying the cost of board and lodging for residential visits:

- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Universal Credit

Requests for help from parents on eligible benefits will be considered and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters.

Where a parent/carer does not receive an eligible benefit, the school will nonetheless consider requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place.

## **Refunds**

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities by the school or tour operator. Refunds will be reduced by the amount of any non-refundable deposits made, although the school will seek to recover these monies via the tour operator or insurer in order to be able to reimburse parents/carers.
- In cases where the school has decided that a student should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made.
- In cases where a student, having entered for a public examination against the school's wishes, achieves a pass grade in that examination.
- In the event that an examination re-mark requested by a parent or student is successful (the reimbursement of fees will be made by the examination board).

In other circumstances, refunds will be made at the discretion of the Principal.

## **Monitoring Arrangements**

The Finance Manager monitors the charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Finance Manager annually. At every review, the policy will be approved by the Finance & Resources Committee.

Signed ..... Date .....  
(Chair – Finance and Resources Committee)

Signed ..... Date .....  
(Principal)