Charging and Remissions Policy

***2 Corinthians 9:7***

*“Each man should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver.”*

Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

* **Fellowship** - Collaborating with others, we treat everyone with respect, dignity and kindness.
* **Aspiration** - We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
* **Integrity** – We demonstrate fairness, equality and honesty.
* **Tenacity** – We are determined and resilient when faced with challenges.
* **Humility** - We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who ‘experience life in all its fullness’ (John 10:10)

|  |  |  |
| --- | --- | --- |
| Policy Status | Date | Review Date |
| Approved by LGB |  | October 2022 |
| Reviewed by SLT | October 2021 | October 2022 |

Version: 2 of October 2021

**Contents:**

[Statement of intent](#_Statement_of_intent_1)

1. [Legal framework](#_[Updated]_Legal_framework)
2. [Charging for education](#_[Updated]_Charging_for)
3. [Optional extras](#_[Updated]_Optional_extras)
4. [Examination fees and resits](#_Examination_fees)
5. [Voluntary contributions](#_Voluntary_contributions)
6. [Music tuition](#_Music_tuition)
7. [Transport](#_Transport)
8. [Residential visits](#_Residential_visits)
9. [Damaged or lost items](#_Damaged_or_lost)
10. [Remissions](#_Remissions)
11. [School trip refunds](#_[Updated]_School_trip)
12. [Income generation](#_[New]_[Academies_only])
13. [Freedom of Information Policy and Publication Scheme](#_[New]_Freedom_of)
14. [Monitoring and review](#_Monitoring_and_review_1)

# Statement of intent

Derby Cathedral Schoolis committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

* Not to charge for education provided during school hours.
* To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

# Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

* Education Act 1996
* The Charges for Music Tuition (England) Regulations 2007
* The Education (Prescribed Public Examinations) (England) Regulations 2010
* Freedom of Information Act 2000
* DfE (2018) ‘Charging for school activities’
* DfE (2020) ‘Governance handbook’
* The trust’s Funding Agreement
* ESFA (2021) ‘Academy trust handbook 2021’

This policy operates in conjunction with the following school policies:

* Complaints Procedures Policy
* Freedom of Information Policy and Publication Scheme
* The school’s Scheme of Delegation
* The trust’s financial procedures

# Charging for education

The school will not charge for:

* Admission applications.
* Education provided during school hours.
* Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
* Instrumental or vocal tuition, unless provided at the request of the pupil’s parents.
* Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
* Examination re-sits, if the pupil is being prepared for the re-sits at the school.

The school may charge for:

* Materials, books, instruments or equipment, where they desire their child to own them
* Optional extras
* Music and vocational tuition (in certain circumstances)
* Use of community facilities and other commercial activities
* Provision of information with the scope of freedom of information.

# Optional extras

The school may charge for the following optional extras:

* Education provided outside of school time that is not:
  + Part of the national curriculum.
  + Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  + Part of RE
* Examination entry fees where the pupil has not been prepared for the examinations at the school
* Transport, other than that required to take the pupil to school or to other premises where the school has arranged for the pupil to be provided with education
* Board and lodging for a pupil on a residential visit
* Extended day services offered to pupils, e.g breakfast or out-of-school provision

When calculating the cost of optional extras, an amount may be included in relation to the following:

* Materials, books, instruments or equipment provided in relation to the optional extra
* Buildings and accommodation
* Non-teaching staff (including TA’s)
* Teaching staff under contracts for services purely to provide an optional extra
* The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra where charges will be made.

# Examination fees and resits

The school may charge for examination fees if:

* The examination is on the set list (which includes SATs, GCSEs and A-levels), but the pupil was not prepared for it at the school.
* The examination is not on the set list, but the school arranged for the pupil to take it.
* A pupil fails, without good reason, to complete the requirements of any public examination where the governing board or LA originally paid or agreed to pay the entry fee.

Where a pupil is entered for a second or subsequent attempt at an examination, the school will pay the fee. Once pupils have left the school, resits must be taken at the school.

If a pupil or their parent consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parent. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent or pupil will have their fees refunded.

# Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There is no obligation for parents to make a contribution, and parents will be notified whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

# Music tuition

Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil’s parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

The school has a music tuition bursary fund which pupils can apply for. This covers a certain percentage of private instrument tuition fees. Parents are expected to fund the remaining percentage.

Charging will not be made if the teaching is an essential part of the national curriculum.

No charge will be made for children who are LAC.

# Transport

We will not charge for:

* Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
* Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
* Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
* Transport provided for an educational visit.

# Residential visits

The school will not charge for:

* 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
* Supply teachers to cover for teachers accompanying pupils on visits.

We will charge for accommodation, food and transport – but the charge will not exceed the actual cost.

# Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child’s behaviour. Parents will not be taken to court for failure to pay such costs.

# Remissions

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents of pupils eligible for the Pupil Premium may request assistance with the costs of activities and the purchase of equipment. A separate Pupil Premium Policy is available upon request from the school with further details.

To request assistance, parents should contact the School Business Manager j.foulkes@derbycathedralschool.org.uk

1. **School trip refunds**

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school’s discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil’s place on a trip, it is at the school’s discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil’s place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the school’s discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil’s place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the school’s discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the school’s discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess if greater than £1 per pupil.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

1. **Income generation**

In line with the ESFA’s ‘[Academy trust handbook](https://www.gov.uk/guidance/academies-financial-handbook/academy-trust-handbook-2021)’, the trust will set fees for chargeable services at full cost, and reserves the right to apply an additional rate of return when in a commercial environment.

1. **Freedom of Information Policy and Publication Scheme**

The trust’s Freedom of Information Policy and Publication Scheme sets out where fees may be charged for the provision of information available at www.ddat.org.uk/gdpr.

1. **Monitoring and review**

This policy will be reviewed annually by the governing board.