



Durham Johnston

POLICY FOR CHARGING AND REMISSIONS

1	SUMMARY	Clarification of the school's position regarding charging for staff, parents and carers, students and other stakeholders and to promote consistency in the implementation of charging for school activities.			
2	RESPONSIBLE PERSON:	Headteacher in consultation with the Governing Body Finance, Grounds Premises and HR sub-committee (FGP & HR)			
3	APPLIES TO:	Staff, parents and carers, students and other stakeholders			
4	GROUPS/ INDIVIDUALS WHO HAVE OVERSEEN THE DEVELOPMENT OF THIS POLICY:	Headteacher, Governing Body Finance, Grounds Premise and HR sub-committee			
5	RATIFYING COMMITTEE(S) & DATE OF FINAL APPROVAL:	FGP & HR Committee held on 12 March 2020			
6	VERSION:	V4.1			
7	AVAILABLE ON:	Staff Shared Drive	Yes	Website	Yes
8	RELATED DOCUMENTS:	N/A			
12	DISSEMINATED TO:	All, via website			
13	DATE OF IMPLEMENTATION:	January 2020			
14	DATE OF NEXT FORMAL REVIEW:	January 2028			

DOCUMENT CONTROL

Date	Version	Action	Amendments
January 2025	4.1	Update	Added Aims, Legislation and guidance and roles and responsibilities

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1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

4. Policy statement

This policy aims to:-

- Clarify the position of the school regarding charging for staff, parents/carers, students, and other stakeholders.
- Promote consistency in the implementation of charging for school activities.

5. Roles and responsibilities

5.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

5.2 Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

5.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

5.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

6. Implementation

6.1 Durham Johnston Comprehensive School will not charge for:

- Admission applications
- Education provided during school hours, including the supply of any materials, books, instruments or other equipment, as well as transport costs for regular transporting of students to premises where the school has arranged for students to be educated as part of the formal curriculum (e.g. weekly College placements).
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- Basic tuition for students so that they can learn to play a musical instrument, if this is required as part a syllabus for a prescribed public examination that the student is being prepared for at school (or part of religious education). If the school is providing instruments or tuition for students these will be according to the availability of instruments and tutors, and not necessarily on the instrument or at the level of the students' choice.
- Entry for a prescribed public examination, if the student has been prepared for it at the school.

6.2 Durham Johnston Comprehensive School *may* charge for any materials, books, instruments, or equipment, where the student's parent/carer wishes him/her to own them. Optional extras such as:

- Instrumental and/or vocal tuition
- 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 student is being prepared for at the school; or
 - ❖ Part of religious education
- examination entry fee(s) if the registered students has not been prepared for the examination(s) at the school;
 - ❖ board and lodging for a student on a residential visit
 - ❖ the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

6.3 Parents may be asked to provide:

- ❖ transport to and from any educational provision arranged for students who do not conform to school expectations and are removed from circulation
- ❖ materials above and beyond the minimum requirement for the curriculum. For example, specialised music tuition.
- ❖ provisions for food technology lessons (should the food be taken home).

6.4 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made. Durham Johnston School may ask for voluntary contributions for any school activity. However if the activity cannot be funded without voluntary contributions this should be made clear to parents/carers at the outset.

It is important to note that no student should be excluded from an activity simply because his or her parents are unable to pay. The school can exempt parents from paying for an activity or reduce such payments. For example, if they are in receipt of certain benefits.

6.5 An examination entry fee may be charged to parents/carers if:

- The student was not prepared for the examination, at the school
- The examination is not on the set list but the school arranges for the student to take it
- A student fails without good reason to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee
- The exam is a re-sit
- A student misses a public examination because of an unauthorised absence taken during school time (e.g, a holiday)
- If a student misses an essential element of their course due to an unauthorised absence (e.g, holiday) during school time the school reserves the right to charge for the supervision time needed for the student to catch up the missed element. For example, a Controlled Assessment requiring staff supervision.

7. Acts of Vandalism and Negligence

7.1 Durham Johnston Comprehensive School reserves the right to recover part, or the whole cost of damage to buildings or equipment that occur because of vandalism or negligence by a student. Repayment terms may be negotiated with parents in need of such a facility.

8. Monitoring & Review

8.1 This policy will be reviewed each three years in line with the annual cycle of whole school improvement planning. The review will be led by the appropriate member of the School Leadership. Monitoring of the impact of this policy will be linked to established processes of self-evaluation.