

CHARGING AND REMISSIONS POLICY

Requisite: Legal			Responsible Committee: Curriculum		
Vers.	Approval Date	Committee	Head	Chair	Next Review Date
A	22/04/2015	Curriculum			22/04/2017
C	01/10/2018	Finance and Premises			01/10/2019
D	01/10/2019	Finance and Premises			01/10/2020
E	15/09/2020	Finance and Premises			01/10/2021
F	19/10/2021	Finance and Premises			01/10/2022
G	01/11/2022	Audit, Finance and Premises			01/10/2023
H	21/11/2023	Audit, Finance and Premises			01/10/2024
I	18/11/2024	Audit, Finance and Premises			01/10/2025

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals. Students who are not entitled to free school meals will be charged a set amount per term as per the catering contract.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

There is no charge for examinations that are not on the set list but have been arranged by the school.

There is a charge for students who do not attend. This is the full cost of the exam. There will be a charge for a resit requested by the student.

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (section 8)

There is no charge for transport during school hours to school-organised activities that form part of the curriculum.

We may charge for:

- *books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)*
- **optional extras (section 5)**

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- *music or vocal tuition (section 8).*

5. **Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports games against other schools
- part of the syllabus for a public examination that the student is being prepared for by the school.

Optional extras:

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the Curriculum
 - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- transport that is not taking the student to school or to other premises where the local authority or Board of Trustees has arranged for the student to be provided with education.
- board and lodging for a student on a residential visit.
- the school reserves the right not to run visits where sufficient funds have not been raised to cover the cost of the activities
- trips non curriculum related are charged at full price

The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities.

6. **Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

7. **Residential activities**

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Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove hardship may be exempt from paying this cost** (see section 11 for more guidance on remissions.)

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall **outside** of school hours (see section 5)

8. Music tuition within school hours

The Dorcan Academy follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the Curriculum or a public examination syllabus being followed by the student(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

The Dorcan Academy is dedicated to ensuring equal opportunities for all students including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for students on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

9. Extended services

The Dorcan Academy is dedicated to providing a well-rounded and extensive education for

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our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g., by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing student engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of students.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. **Damage to property and breakages**

Where school property has been wilfully damaged by a student or parent the school will normally charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

11. **Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Universal Credit
- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and students, for example, PP students, and this will be determined by the Board of Trustees and headteacher.

12. **Voluntary contributions**

The school, school Board of Trustees, or Local Authority may ask for voluntary

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contributions to the school for general funds and/or to fund activities that will enrich our student's education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Inability or unwillingness to pay

The Dorcan Academy is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity 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.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

• Revision Notes

Rev A	original policy approved by Curriculum Governors on 22/04/2015 and ratified by FGB on 17/06/2015
Rev B	Reviewed by Finance and Premises Committee on 15/05/2017 and ratified by FGB on 17/05/2017
Rev C	Reviewed by Finance and Premises Committee on 01/10/2018
Rev D	Reviewed by Finance and Premises Committee on 01/10/2019
Rev E	Reviewed by Finance and Premises Committee on 15/09/2020
Rev F	Reviewed by Finance and Premises Committee on 19/10/2021
Rev G	Reviewed by Audit, Finance & Premises Committee on 01/11/2022
Rev H	Reviewed by Audit, Finance & Premises Committee on 21/11/2023
Rev I	Reviewed by Audit, Finance & Premises Committee on 18/11/2024

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*Appendix I

The Board of Trustees's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures. The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies

- Complaints
- Safeguarding Children and Young people
- Behaviour
- Anti-Bullying
- Lettings and Use of Premises
- Special Educational Needs
- School trips
- Curriculum
- Children in Care
- Health and Safety
- Sex and Relationships Education
- Security
- Equality Diversity and Community Cohesion
- Students with Additional Needs
- Internet Access and Use
- Use of ICT and Website
- Young Carers
- Privacy, Confidentiality, Information Sharing and Data
- Whistle blowing

The above list is not exhaustive but when undertaking development or planning of any kind the school will consider safeguarding matters.