



Robert Clack School of Science

Charging and Remission Policy 2026 - 2027

Approved by Executive Headteacher:

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Introduction

This charging policy has been compiled in line with DCFS requirements and in accordance with the Education Act, 1996.

Definitions

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

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.

Headteacher

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

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the headteacher of any specific circumstances which 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.

Parents

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

School Trips

- **Day Trips:**
 - No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.
- **Residential Trips:**
 - Residential are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.
- **Board and Lodgings:**
 - We will charge pupils an amount up to the full cost of board and lodgings on residential whether it is classified as taking place within or outside school hours **except** where pupils are legally entitled to remission in such cases no charge will be made for board and lodgings.

- **Travel**
 - If the residential is classified, as being within school hours no charge will be made for travel costs although a voluntary contribution may be sought.
 - Where the residential is classified as being outside school hours a charge will be made for travel to cover the unit cost per pupil other than those entitled to remission (but no paying pupil will be required to subsidize the cost of non-paying pupils)
- **Activities on Residential**
 - If a residential is classified as being within school hours no charge can legally be made for the educational activities provided
 - If the residential is classified as being outside school hours a charge will be made for the educational activities provided.

Examination Entries

- A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- A charge will be levied in respect of examination entries for pupils, where the school has prepared the pupil for the examination, but if it considers that for educational reasons the pupil should not be entered the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).
- In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.
- A charge may be levied for pupils re-sitting an examination.
- A charge may be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- The charge levied will be the cost of the examination entry, plus any applicable centre.

Materials and Textbooks

- Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

- At present all music tuition is free. However, the school may levy charges in respect of individual music tuition and group music tuition up to and including 4 persons if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. In this situation some discount would be available to pupils whose families are entitled to free school meals.

Activities for Pupils that Take Place During School Hours

- No charge will be made for activities provided during school hours.
- No charge will be made for transport during school hours

Activities Outside School Hours (Non-Residential)

- No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- If a pupil is prepared outside school hours for an examination that is not set out in regulations a charge may be levied for tuition and other costs.
- Optional Extras. These are defined as activities, which take place wholly, or mainly outside school hours and are not designed to fulfill any requirements specified in the syllabus for prescribed examination. Optional Extras could include:
 - Lunchtime and after school clubs
 - Weekend sporting activities
 - Evening theatre trips
- Parents/guardians must choose to allow their children to take part on optional extras and must agree in advance to meet any charges. Any charges made must not exceed the cost of the provision. The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded by the Governing Body.
- The Governing Body may fund optional extras from within its delegated budget or other funds at its disposal. It can then decide whether or not to pass charges to parents/guardians.
- Costs that can be legally recovered are as follows:
 - a. Teaching staff engaged under contract for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
 - b. Non-teaching staff.
 - c. Any materials, books, instruments or equipment provided in connection with the optional extra.
 - d. Transport to an activity outside school hours.

Activities Which Take Place Partly During School Hours Either On or Off Site (Non-Residential)

- Where the majority of time spent on non-residential activity is within school hours we must treat the activity as if it is fully within school hours and will apply the same criteria to charging as in 13.
- If the majority of the time spent on a non-residential activity is outside school hours we must treat the activity as if it happens fully outside school hours and will apply the same criteria to charging as in 15-17.

Damage/Loss to Property

- A charge will be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.
- A charge will be levied in respect of willful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

Voluntary Contributions

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Other Charges

The Head Teacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

- We will levy a £10 charge for the issuance of letters to HMRC, visa applications, or other similar correspondence.

Admission

No charge will be made for admission.

School Meals

No charge will be made for pupils entitled to free school meals or UIFSM.

Remissions Policy

- Statutory remissions
- Pupils whose parents receive one of the support payments below are legally entitled to remissions where specified in this document:
 - Income support (IS)
 - Income based Jobseekers Allowance (IBJSA)
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child tax Credit provided they are not entitled to Working Tax Credit and (as assessed by Her Majesty's revenue and Customs) that as of 6th April 2009 does not exceed £16,040. (Note: Working Tax Credit will now continue immediately after employment cease or after hours are reduced to less than 16 hours per week. During this four week period parents are entitled to statutory remissions for their children)
 - The guarantee of State Pension Credit
 - An income related employment and support allowance that has replaced incapacity benefit
- The Headteacher, Finance and Resources Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- The Headteacher, Finance and Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.