



New Mills School

CHARGING & REMISSIONS POLICY

Revision	Authorised by	Date	Adopted by	Date
Draft	J O Elms	April 2010		
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Revision	Date	Description of Changes
J Crowton	July 2012	Updated.
G Cash	February 2015	Review and update
G Cash	April 2016	Review
G Cash	September 2017	Review and Update
G Cash	June 2018	Review and minor changes, increase in amount of surplus to trigger refund
G Cash	January 2020	Review and update, based on DCC Model Policy released September 2019
G Cash	October 2021	Review and update, based on DCC Model Policy released September 2021
G Cash	January 2023	Review, no changes required.

Signed:P Inman.....Date:23/03/2023.....
 Chair of Governors

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Introduction

It is the School's aim that all pupils should have an equal opportunity to benefit from school activities. This policy sets out the School's approach to charging and remissions with the intention to ensure transparency in setting charges and ensure all children are provided with the chance to access all provisions on offer.

This policy is based on the Derbyshire County Council's Charges and Remissions Policy. It therefore represents not only the School's but also the Council's Policy on Charges and Remissions.

Sections 449-462 of the Education Act 1996 (revised in 2011) sets out the law on charging for school activities in maintained schools. Parents on low incomes and in receipt of certain benefits may be eligible for support in terms of contributions requested for school visits. Additionally, families in receipt of free school meals are entitled to an exemption from paying for the cost of board and lodging on residential visits. Further guidance can be accessed at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Under Section 27 (1) of the Education Act 2002 governors have control over the use of school premises, subject to the local authority's general policy that all educational premises should be available whenever possible to provide for the wider educational and recreational needs of children, young people and adults. Therefore schools with available space are permitted to approve lettings in accordance with this policy.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and cost of travel to swimming lessons where appropriate.

Day visits within or mainly within school hours

When organising school trips or visits which enrich the curriculum and educational experience of the children, the School invites parents / carers to contribute to the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat those children any differently from any others.

If a parent wishes their child to take part in a school trip, visit or activity or event but is unwilling or unable to make a contribution, we do allow the child to take part in the trip, visit or activity. Sometimes, school pays additional costs in order to support the visit. Parents have the right to know how each trip, visit or activity is funded and school will provide this information on request. Children in receipt of Free School Meals or Universal Free School Meals will be offered a free school packed lunch.

Residential visits in school time

If the School organises a residential visit in school time (or mainly school time), which is to provide education directly related to the National Curriculum we do not make a charge. However, we do make a charge to cover accommodation, food and travel expenses.

To ensure all children are provided with the opportunity to participate on school visits, parents / carers experiencing financial difficulty are invited to talk to / write to the Headteacher in confidence.

Activities outside or mainly outside school hours

Parents will be expected to meet the full cost. Participation in these activities will be voluntary when the activity is not part of the national curriculum, not part of a syllabus for a prescribed public examination or not part of religious education. Prices for individual activities will be provided to gauge interest. Activities will not run where full costs cannot be recovered.

Where a trip or activity is carried out successfully, and a surplus balance remains in the trip account, the surplus will be dealt with as follows;

- If the surplus equates to more than £10 per student then a refund should be made to the parent/carer of each student who attended, payment to be made by cheque, unless payment has been made via ParentPay, in which case a refund can be made via the ParentPay system
- If the surplus equates to less than £10 per student then the surplus should be transferred into the School fund, where it can be used to benefit all students in the school

Ingredients/materials for practical activities such as cookery and craft

To help school finances, parents may be asked to pay the cost of materials where the finished product is to be kept by the pupil. Costs for these will be calculated based on the cost of the material. No profit will be made.

No child will be disadvantaged because of parents' inability or unwillingness to pay, and, therefore, all children will be able to participate in these activities.

Lost school equipment, books, etc.

Parents will be expected to replace or purchase lost items of school property including IT equipment and books. The cost of these items will be the replacement cost to purchase the same or similar item at the time the loss occurs.

Public Examinations

- Where, with parental consent, a student is entered for a public examination, which does not fall within the list of prescribed public examinations, then this entry will be treated as an optional extra and a charge will be made for the entry fee.
- When a parent/carer requests that an examination result – whether or not of an examination appearing on the list of prescribed public examinations – be re-scrutinised, then the parent/carer will be liable for any charge made by the examining body for this service.
- Where the school decides that it is appropriate for an examination paper to be reviewed, then the school will bear the cost
- Where a student is re-sitting a prescribed examination for which no additional preparations has been given by the school, then the parent/carer will be charged for the entry fee of that examination.
- Where the school agrees, at the request of a parent/carer, to enter a student for a prescribed public examination for which he or she has not been prepared by the school, the parent/carer will be charged for the entry fee of that examination.

- If a student fails, without good reason, to complete the examination for which the school has paid – or is liable to pay – an entry fee, then that entry fee will be charged to the parent/carer of the student concerned.

Breakages and damage to school buildings, furniture or property

In cases of wilful damage to the School building, furniture or its equipment, the School's Headteacher, in consultation with the Chair of the Governing Body may decide to make a charge. The cost of repairs will be as quoted on an individual basis. Where items cannot be repaired a charge will be made to replace the item based on the current cost to buy new at the time the damage was incurred. Each incident will be dealt with on its own merit and at their discretion.

See Appendix 1 for an indication of charges.

Music Tuition

Individual and group music tuition is available in school and is provided by Peripatetic Music Teachers, who will bill parents/carers directly.

Other Charges

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

Equality

The School is committed to ensuring equality of opportunity for all pupils, staff, parents, carers and visitors irrespective of their race, gender, disability, religion or belief, sexual orientation, age or pregnancy and maternity.

Lettings

The school has a separate Lettings Policy.

Appendix 1 Schedule of indicative Charges

Refill of fire extinguisher	£35.00
Setting off fire alarm	£25.00
Chair broken	£25.00
Table broken	£30.00
Small window internal	£35.00
Small window external	£35.00
Large window external	£50.00

(These charges are intended as guidance, actual charges levy may vary depending on circumstances and actual cost of repair, this is not an exhaustive list)

Lost or damaged books – actual cost of replacement.

Graffiti – dependant on value of the item, damage caused and cost to remove

Property damaged that can be made good by caretaking staff will be charged according to time and materials taken to repair.

Damage done wilfully and with intent will be charged at actual cost not as contribution – e.g. kicking in doors and windows.

Damage to school equipment such as PC, Laptop, TV, DVD will be cost of the repair or replacement if proved wilful.

Relevant Exam fees will be charged at cost.

All of the above will be charged direct to parents/carers by way of invoice. Where payment is not forthcoming, DCC will take whatever action is necessary to recover charges.