



Charging and Remissions Policy

Governor Committee Responsible		Full	
School Staff member Responsible		Business and Compliance Manager/CFO	
Policy Type	Statutory	Review period	Annually
Date reviewed:	2023	Next Review:	2024/25

Introduction

In accordance with Section 457 of the Education Act 1996, the Governors are obliged to establish and keep under review their policies in respect of charges and remission arrangements.

Academy's must provide free education for their registered students, provided it takes place wholly or mainly during school hours. School hours are those when a school is actually in session, not including mid-day break

The main exception is that a charge may be made for individual musical tuition, except where it is required to fulfill a prescribed public examination, or is within the requirements of the National Curriculum

Charging is permitted for education provided out of school hours, unless it is required to fulfill a prescribed public examination, is within the requirements of the National Curriculum. Only charges for board, lodging or residential trips can be made.

Voluntary contributions may be requested for any activity provided it is clear that there is no obligation to contribute and that there will be no differentiations between those who contribute and those who do not.

The Governors at Ryburn have agreed the following criteria for charges:

General Charges

- Charges may be made for tuition of a musical instrument.
- Materials for subjects such as DT may be charged on an annual fee basis if the student wishes to keep the finished product. A letter will be send to parents/carers explaining what the money is for. Students on the free school meal register or pupil premium students are likely to be exempt from this charge. Other exceptional circumstances of financial difficulty will be considered.
- No charge will be made for any activity related to a required public examination or fulfilling the law on the National Curriculum.
- For educational trips extending outside school hours, board and lodgings will be charged (although students on the free school meal register or pupil premium students may receive concessions).
- Extra-curricular, social activities and optional extras, such as revision guides and equipment, may be charged for.

Charging for Examinations

Charges for exams may be made if a student fails to complete the requirements of the public examination which the school has paid for and has no good reason.

In some circumstances the school may charge for exam retakes, the parent has to agree to this charge in advance

If a parent/carer requests an exam remark, this may incur a charge for each component of the exam.

Charging for Transport during School Hours

If the school or the LA provide transport for students during school hours (i.e. transporting students between school sites or to an activity provided by the school or LA), no charge can be made to parents

If a student uses transport not provided by the school or Education Authority to travel from home to an activity sanctioned by the school but not provided by them, the parents may be required to cover the cost.

None of the aforementioned precludes the possibility of asking for voluntary donations, as a trip may not take place if sufficient funding is not available.

Charging for Damaged or Lost Items

The school may charge parents for the cost to replace items broken, damaged or lost if it is due to student behaviour/negligence.

The school may also charge parents for the replacement of lost or damaged items under the stipulations of the loan agreement, which must be completed prior to any loan of school equipment.