



# DEVONPORT HIGH SCHOOL FOR GIRLS

## CHARGING AND REMISSIONS POLICY

Named person: Lee Sargeant

Category: Statutory

Review: As and when required

**This policy has been reviewed with regard to the work/life balance of staff**

Ratified and Adopted at the Full Trustees' meeting on: 22/09/2025

## DEVONPORT HIGH SCHOOL FOR GIRLS

### CHARGING AND REMISSIONS POLICY

#### Introduction

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by DfE guidance and complements the school's Equal Opportunities Policy and Education Policy.

#### Definition

The school day is defined as:

Monday – Friday	08.50 – 13.35
	14.35 – 15.35

The midday break does not form part of the school day.

#### Responsibilities

The Head Teacher will ensure that staff are familiar with and correctly apply the policy.

The Trustees will review the policy as and when required.

#### Policy statement

During the school day all activities that are a necessary part of the school curriculum plus Religious Education will be provided free of charge. However, a donation may be requested. This includes any materials, equipment and transport to take students between the school and the activity. It **excludes** charges made for teaching an individual student or groups of students to play a musical instrument/vocal tuition and any materials, books, instruments, or equipment, where the student's parents/carers wish her/him to own them, or optional extras (see below).

#### Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is:
  - a) Not part of the compulsory school's curriculum
  - b) Not part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
  - c) Not part of Religious Education
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the student to school or to other premises where the Head Teacher / Board of Trustees have arranged for the student to be provided with education);
- board and lodging for a student on a residential visit;

- extended day services offered to students (for example breakfast club, after school clubs).

### **Examinations**

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the student was not prepared for it at this school
- the examination is not on the set list but we arrange for the student to take it
- a student fails without good reason to complete the requirements of any public examination where the Head Teacher / Board of Trustees originally paid or agreed to pay the entry fee
- where a student chooses to re-sit an examination

Reviews of marking of centre assessed marks prior to submission to awarding bodies will be charged at £65 per review (per subject).

### **Voluntary Contributions**

Voluntary contributions may be sought for activities during the school day which entail additional costs; for example field trips. In these circumstances no student will be prevented from participating because her/his parents/carers cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel the activity.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents/carers, who may, if they wish, ask the Head Teacher to agree to their child being absent for that period.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents/carers will be told how the charges were calculated.

### **Residential visits**

Charges will be made for board and lodging.

Other charges will be made to cover costs when the number of school sessions missed by the students totals half or more of the number of half-days taken up by the activity. In such cases parents/carers will be told how the charges were calculated.

Parents/carers who are in receipt of eligible benefits may apply in writing to the Head Teacher for all or part of remission of the charges detailed above.

### **Music Tuition**

Parents/carers who are in receipt of eligible benefits may apply in writing to the Head Teacher for all or part of remission of the charges for music tuition.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be

based on the actual costs expected to be incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't or won't. Any surplus charges paid under £5 per student will not be refunded to parent/carers due to administrative costs.

Parents/carers who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

**Eligible benefits**

- Income Support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- The guaranteed element of Pension Credit;
- The guaranteed element of the State Pension Credit;
- Child Tax Credit with an annual income of less than £16,190;
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with an annual income of less than £7,400.