Denefield School

Charging and Remissions Policy

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Review cycle	Annual
Policy control sheet updated	Yes
Type of policy	Statutory
Policy owner	Finance and Business Director
Location of policy	Denefield School website

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Charging and Remissions Policy

1. Purpose

Denefield aims to:

- have a robust and clear process for charging and remissions
- clearly set out the types of activity that can be charged for and when charges will not be made.
- only charge for activities that we are allowed to.
- offer a range of enrichment activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

2. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on Charging for School Activities and Sections 449-462 of the Education Act 1996 which set out the law on charging for school activities in England. This policy complies with Denefield's funding agreement and articles of association.

3. Definitions

Charge: a fee payable for specifically defined activities.

Optional extras: activities or items that schools may charge for because they fall outside the scope of free, statutory education, such as non-curricular activities outside school hours, certain exam fees, transport not required for education, board and lodging on residentials.

Remission: the cancellation or reduction of a charge which would normally be payable.

4. Roles and responsibilities

The Trust Board has overall responsibility for approving and monitoring the implementation of the charging and remissions policy but has delegated this responsibility to the **Resources Committee**.

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

Staff are responsible for:

- implementing the charging and remissions policy consistently
- notifying the head teacher or Finance and Business Director of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

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The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents / carers are expected to notify staff or the head teacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

Education

- Admission applications and appeals
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of:
    a) the national curriculum
    b) a syllabus for a prescribed public examination that the pupil is being prepared for at Denefield
    c) religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent or carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) that the pupil is being prepared for at the school
- Admission applications

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the head teacher or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit that is part of the national curriculum.

Residential visits

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of:
    a) the national curriculum
    b) a syllabus for a prescribed public examination that the pupil is being prepared for at Denefield
    c) religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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6. Where charges can be made

Below we set out what we **can** charge for:

Education

- Any materials, books, instruments or equipment (e.g. mini white boards), where the child's parent / carer wishes him or her to own them.
- Optional extras (see below).
- Music and vocal tuition if it is at the request of the student's parent / carer.
- Community facilities.
- Examination fees (including re-sit(s)) where the student is being prepared for the exam at Denefield **but** fails, without good reason, to meet any syllabus requirements for the exam.
- Examination re-sit fees where the re-sit is solely at the request of the parent or carer and the re-sit does not result in an improved grade.
- Fees for late withdrawal from an examination where advice from the school had been for the student to withdraw earlier.

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  a) the national curriculum
  b) a syllabus for a prescribed public examination that the pupil is being prepared for at Denefield
  c) religious education.
- Examination entry fees if the registered pupil has not been prepared for the examination at Denefield.
- An administration fee for a request from the student or parent/carer for:
  a) exam scripts
  b) exam remarks. If a remark results in an upward grade adjustment, the cost of the remark and the admin fee will be refunded.
- Transport (provided it is not required for the purpose of taking the pupil to school or to other premises where Denefield has arranged education for the pupil).
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, holiday clubs, supervised homework sessions).
- Activities, resources and equipment used in the provision of extra-curricular activities outside of school hours.
- Duke of Edinburgh activities provided outside of school hours.

When calculating the cost of optional extras, an amount may be included in relation to:

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- materials, books, instruments or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- relevant insurance costs
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not

- be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.
- include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.
- include the cost of alternative provision for those pupils who do not wish to participate, in cases where a small proportion of the activity takes place during school hours.

Parental agreement is required for the provision of an optional extra which is to be charged for.

Music tuition

Denefield can charge for vocal or instrumental tuition given either individually or to groups of pupils, provided that the tuition is given at the request of the pupil's parent / carer. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- if the teaching is an essential part of the national curriculum
- for a pupil who is looked after by a local authority

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. The actual cost may include an administration fee that will not exceed 5% of the cost.

Damaged, lost or stolen property

We may charge for deliberate damage to school property or for property which has been stolen or lost. The charge will be no more than the actual cost of making good the damage or replacing the item of property that has been stolen or lost. **Annex A** sets out the process for charging in these circumstances.

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Activities we charge for

Denefield may charge for any of the activities set out in Section 6 above.

The charge for any individual student will be the actual cost of providing the chargeable activity, including, where applicable, staffing costs, the cost of insurance, travel, materials and equipment, divided equally by the number of students participating. The cost may include an administration charge (not greater than 5% or £50). It will not include a subsidy for any other students. Parental / carer agreement will always be obtained before any charge is made.

The Standards Committee or the Head Teacher will review charges for school trips and activities before parents / carers are informed about the trip or activity.

7. Voluntary contributions

As an exception to the requirements set out in those sections of this policy where the school cannot charge, Denefield can ask parents / carers for voluntary contributions to fund visits and activities which would not otherwise be possible.

Activities for which the school may ask parents for voluntary contributions include (but are not limited to):

- activities or school trips which take place during school hours including a contribution towards the cost of supply cover for such activities.
- sports activities.
- Books, classroom and other school equipment.

There is no obligation for parents to make any contribution, and no pupil will be excluded from an activity if their parents / carers are unwilling or unable to pay.

We calculate the amount based on an assumption that all parents will contribute. If we do not receive enough funds for an activity or visit from parental contributions or elsewhere, then it is likely it will be cancelled.

In cases of financial difficulty and where appropriate depending upon the nature of the visit/activity, students in receipt of Pupil Premium funding may have their total, or part of their financial contribution paid from school funds. (See section 8 “Remissions”.

8. Remissions

The School may choose to waive or reduce (remit) charges for items or activities set out in sections 6 and 7 in this policy. Remissions will normally apply to parents / carers of students who are eligible for Pupil Premium[1] or who are looked after. However, support may also be offered to families who do not meet these criteria but are experiencing financial difficulty. This will be at the discretion of the Head Teacher and will depend on the activity in question.

[1] Following the Government’s expansion of Free School Meals in September 2026, this means that children eligible for Pupil Premium will be those who are classified as ‘targeted Free School Meals’ or fall within the FSM Ever6 cohort, It does not include those who are newly classified as ‘expanded FSM’ from Sep 2026

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Exceptionally, for the Year 7 residential trip in July 2027, financial assistance is extended to all students eligible for Free School Meals, including those classified as "expanded FSM", This is to encourage take-up.

All parents / carers seeking financial assistance must complete the financial assistance form on the school website.

Eligible students will receive the following subsidies for school trips:

Day trip	100% subsidy
Residential trip	50% subsidy
Y7 Residential trip (2027)	75% subsidy
Maximum subsidy per trip	£400

Subsidised trips for eligible students will be limited to one day trip and one residential trip per academic year

Subsidies for additional items or activities will vary depending on the specific request.

Discretionary remissions

The School delegates to the head teacher the authority to remit, in full or in part, any charge that would otherwise be payable under this policy, or to vary the payment schedule where appropriate. This includes parents or carers who may not meet the eligibility criteria above but who are on a low income or experiencing financial hardship.

9. Monitoring arrangements

The Finance and Business Director (FBD) monitors charges and remissions, and ensures they comply with this policy. This policy will be updated annually as appropriate by the FBD and approved by the Resources Committee.

10. Linked Documents

The Financial Assistance Application Form can be downloaded from the school website under 'Parents and Students' / 'Extra curricular' activities' section.

DfE statutory guidance: Charging for School Activities

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools.

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Annex A

Student accountability for loss, damage or theft to school property

Every student is expected to treat school premises and property with respect so that all students can have safe and consistent access to educational and recreational facilities.

It is expected that the fabric and equipment of the school will suffer from general use by our large body of students and staff. Everyday wear and tear will be repaired or replaced at the School's cost.

However, if a student steals any item, causes damage due to inappropriate behaviour, or as a result of a deliberately malicious act, the parent or carer of the student may be charged for the cost of repair or replacement. A decision on a student's involvement is likely to be based on admission, witness(es), CCTV, or on the balance of probability following an investigation. The school also reserves the right to charge for school property which is lost while in the care of a student.

Any potential cost following deliberate damage or theft will be discussed with parents or carers in advance and an agreement made as to whether the school will be reimbursed at once or in instalments depending on the amount and the circumstances. The premises manager will provide a quote for the amount due based on previous work and purchases. Where charges are due, the finance office will raise an invoice to the parent or carer.

The school may also agree with parents or carers that a period of community service may serve as partial payment for deliberate damage or theft. This is likely to be work on site such as litter-picking, cleaning or assisting a member of the site team in their daily tasks before or after school. Students will be supervised and given PPE such as gloves if necessary.

Individual staff responsibilities

- Staff have high expectations of behaviour and should not tolerate any level of vandalism, graffiti or damage in their environment.
- Students should sit in their prescribed seating plan, adjustments to seating plans should be kept up to date on Class Charts.
- Staff should check their classrooms before dismissing students at the end of a lesson, ensuring they are tidy and free from graffiti or damage.
- Staff using computer rooms should make their expectations clear at the beginning of lessons and should be particularly careful to check that equipment is looked after.
- Staff should challenge any form of graffiti or damage as soon as possible.
- In the event that an item has been damaged or lost / stolen, the member of staff should do what they can to establish what happened while students are still in the classroom, calling for on call to assist if necessary.

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- Staff should record and report any incidents of damage, loss or theft to their faculty leader.

Faculty leader responsibilities

- Faculty leaders should ensure that their faculty areas are regularly checked and equipment is in good order. Classrooms should be free of graffiti and damage.
- Faculty leaders who receive a report from a colleague of damage or loss in their faculty should work with the reporting member of staff to establish what happened and who is responsible. This may include taking statements or interviewing students and staff or reviewing CCTV if available.
- If a bag search is considered necessary, they should arrange this with a member of SLT first and ensure that the student search form (in student reception) is used.
- If an item is not recovered or needs repairing / replacing, the faculty leader decides on an appropriate sanction and who is best placed to contact the parent to arrange the sanction. If there is a cost involved, parents should be informed that this is the case, and a likely amount if available. They should discuss incidents that are likely to result in invoicing parents with their SLT line manager.

Senior leader responsibilities

- Senior leaders should support and assist faculty leaders in investigating incidents of damage or theft as needed
- Incidents that have a repair or replacement cost should be discussed and agreed with the faculty leader, confirming an amount with the site team as necessary. It is agreed who will communicate this to parents (SLT or faculty leader), and who will inform the finance office to raise an invoice.
- Senior leaders will support faculty leaders in pursuing payment and ensuring community service is completed.

Cover lessons

- Cover teachers should ensure students are sitting in their seating plans and that the room is checked at the end of every lesson before students leave.
- They should follow the same procedures as for “individual staff responsibilities” above.
- Incidents should be reported to a faculty leader, or Colin Phillips where faculty leaders are not available.

Out of lessons

- Incidents of damage, vandalism or theft that occur outside lessons should be reported to the member of SLT on duty via reception.
- The member of SLT will discuss the incident with the relevant house team who will lead any necessary investigation, collecting statements and viewing CCTV.
- If an item is not recovered or needs repairing / replacing, the house leader decides on an appropriate sanction and who is best placed to contact the parent to arrange

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the sanction. If there is a cost involved, parents should be informed that this is the case, and a likely amount if available. They should discuss incidents that are likely to result in invoicing parents with their SLT line manager.

Estimated replacement cost

Where an item cannot be repaired, the replacement costs will be for items that are new and of the same or similar quality to that which has been damaged, lost or stolen. The table below sets out **indicative** charges for items which are particularly subject to damage or loss. Actual costs may vary. Charges may include the cost of labour involved in making good any damage.

Mouse	£10
Computer keyboard	£15
Monitor	£100
Soap dispenser	£30
Classroom chair	£35
Classroom desk	£85
Exam desk	£50
Toilet roll holder	£50
Paper towel dispenser	£25
Ceiling tile	£20
Mini White Board	£3
Items stolen from the canteen	Re-sale cost of item or minimum £3

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