THE DERBY
HIGH SCHOOL
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The Derby High School
Charging & Remissions Policy

SLT Responsible:	B Gallagher	Date of Review:	Spring 2026	Next Review:	Spring 2027
Statutory / Non-Statutory:	Statutory	Website:	Yes	Review Frequency:	Annually

Version Control & Amendment History

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Contents:

Statement of Intent

1. Legal Framework
2. Definitions
3. Roles and Responsibilities
4. Charging for education
5. Optional extras
6. Examination fees
7. Examination resits
8. Voluntary contributions
9. Music tuition
10. Transport
11. Residential Trips
12. Education partly during school hours
13. Damaged or lost items
14. Remissions
15. School trip refunds
16. Freedom of Information Policy and Publication Scheme
17. Monitoring and review

Statement of intent

The Derby High School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE. The school will ensure that this policy is published on its website and the provides the school community with details of activities for which the school will charge parents/carers, and the circumstances in which they will waive any charge parents would otherwise expect to pay.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Please note that while this policy may be more or less generous than the LA's, we have ensured it meets the requirements of the law.

1. Legal framework

- This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:
    - Education Act 1996
    - Children Act 1989
    - The Charges for Music Tuition (England) Regulations 2007
    - The Education (Prescribed Public Examinations) (England) Regulations 2010
    - Freedom of Information Act 2000
    - DfE 'Charging for school activities'
    - DfE 'Maintained schools governance guide'
    - DfE 'What maintained schools must or should publish online'

This policy operates in conjunction with the following school policies and procedures:

- Anti-Fraud and Corruption Policy
- Complaints Procedures Policy
- Data Protection Policy
- Debt Recovery Policy
- Freedom of Information Policy
- Finance Policy

2. Definitions

For the purposes of this policy the following definitions will be used:

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge, partly or wholly, which would normally be payable

3. Roles and Responsibilities

The governing body will be responsible for:

- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The headteacher will be responsible for:

- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The SBM will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

4. Charging for education

- We will not charge parents for:
  - Admission applications.
  - 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 the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits, if the pupil is being prepared for the resits at the school.

- We may charge parents for the following:

  - Materials, books, instruments or equipment, where the child's parent/carer wishes their child to own them.
  - Optional extras.
  - Music tuition (in certain circumstances).
  - The use of community facilities and other commercial activities.
  - Provision of information within the scope of the freedom of information.

5. Optional extras

- We may charge parents for the following optional extras:

  - Education provided outside of school time that is not:

    - Part of the national curriculum.
    - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - Examination entry fees where the pupil has not been prepared for the examinations at the school.
  - Transport, other than that required to take the pupil to school or to other premises where the LA/School has arranged for the pupil to be provided with education.
  - Board and lodging for a pupil on a residential visit.
  - Extended day services offered to pupils e.g. breakfast or out-of-school provision.

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

  - Materials, books, instruments or equipment provided in relation to the optional extra
  - The cost of buildings and accommodation
  - Non-teaching staff, including TAs
  - Teaching staff under contracts for services purely to provide an optional extra
  - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition in playing a musical instrument, where the tuition is an optional extra.

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

If a proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a prerequisite for the provision of an optional extra.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

6. Examination fees

- The school may charge for examination fees if:

- The examination is on the set list (which includes SATs, GCSEs and A-levels), but the pupil was not prepared for it at the school.
- The examination is not on the set list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing board or LA originally paid or agreed to pay the fee.

7. Examination resits

- Where a pupil is entered for a second or subsequent attempt at an examination, the school will pay the fee. Once pupils have left the school, it is at the discretion of the centre (the school) to accommodate any resits and former pupils will pay for exams taken.

- If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parents or pupil will have their fees refunded.

8. Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

9. Music tuition

Instrumental and vocal music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

There will be no charges applied if the music tuition is an essential part of the national curriculum.

No charge for music tuition will be made in respect of pupils who are LAC.

10. Transport

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

11. Residential visits

The school will not charge for:

- 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 the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost.

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following 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
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

The school will provide a form to parents to submit and provide proof of receipt of one of the above benefit payments in order to be eligible for exemption.

12. Education partly during school hours

The school will follow DfE guidance when determining whether an activity is deemed to take place during school hours or not, as set out below:

- If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

- If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.

- If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

- The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school's contingency funds.

- Any charges for extended day services will be optional.

13. Damaged or lost items

- The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

- Parents will not be taken to court for failure to pay such costs.

14. Remissions

The school will set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the Trip organiser in the first instance.

15. School trip refunds

- All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

- In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

- In the event that a school trip is cancelled due to unforeseen circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost. The headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

- In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the headteacher's discretion as to whether a refund is given. The headteacher will consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

- Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

- In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the headteacher's discretion as to whether a refund is given. The headteacher will consult the governing board on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

- In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

- Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess if greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account.

- Excess expenditure will be subsidised by the school fund.

- The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

- If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

16. Freedom of Information Policy & Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

17. Monitoring and review

- This policy will be reviewed annually by the governing board and headteacher.

The next scheduled review date for this policy is March 2027.