



**Jack Hunt School  
Governing Body**



**CHARGING & REMISSIONS  
POLICY**

**Version 2.0**

**April 2019**

**Governing Body Committee: Finance Committee 17 June 2019**  
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## Contents

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Paragraph .....	Page
1. Introduction .....	1
2. School Trips .....	1
3. Examination Entries .....	2
4. Materials & Textbooks .....	2
5. Music Tuition .....	2
6. Activities Outside School Hours .....	3
7. Damage/Loss to Property .....	3
8. Voluntary Contributions .....	3
9. Lettings .....	3
10. Other charges .....	4
11. Remissions Policy .....	4
12. Version History .....	4

## **1. Introduction**

- 1.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards students' educational experience and their personal and social development.

## **2. School Trips**

- 2.1 The School will not charge for:

- (a) Education provided on any visit that takes place during school hours;
- (b) Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education; except for the actual cost of board and lodging.
- (c) students who qualify as Pupil Premium, for sixth form bursary or where parents can otherwise prove hardship.

- 2.2 The School will charge for:

- (a) residential trips which are not essential to the Curriculum, statutory RE or in preparation for prescribed examinations
- (b) Trips where the amount of school time on the trip is less than half of the total time of the trip. A charge will be levied up to the full cost of the trip.
- (c) Trips where the amount of school time on the trip is half or more of the total time of the trip. A charge will be levied for board and lodging.

### **2.3 Charges**

- (a) If the total charge for a trip is more than £10.00 greater than the actual total cost of the trip a refund will be given. If the difference is less than £10.00 then the monies will be kept for student support at the discretion of the Headteacher.
- (b) Trip organisers shall use trip planning software to administer the trip, including a budget management tool to accurately and fairly apportion costs.

### **2.4 Accounting Treatment**

- (a) School trips, where charges are made, shall be accounted for in the PKAT Trading account and VAT will be deductible from the income. Costs will need to be adjusted accordingly.

### **3. Examination Entries**

- 3.1 A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination i.e. external candidates.
- 3.2 A charge will be levied in respect of examination entries for students where the school has prepared the student for the examination but considers that for educational reasons the student should not be entered and the student's parent/guardian wishes the student to be entered (or student him/herself when over 18 years old). In these circumstances, if the student subsequently passes the examination, the school may refund the cost.
- 3.3 A charge may be levied for students re-sitting an examination unless they are being explicitly prepared for the re-sit by the school.
- 3.4 A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- 3.5 A section on Examination Fees can be found in the school Exams Policy.

### **4. Materials & Textbooks**

- 4.1 Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Textbooks are provided free of charge for the duration of the course, but in some subjects, additional revision guides are available, for which a charge is made.
- 4.2 Where students and/or their parents/carers wish to own equipment (e.g. books, materials, instruments) outright the school reserves the right to levy a charge.

### **5. Music Tuition**

- 5.1 The school charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. Pupil Premium students will be supported.

## **6. Activities Outside School Hours**

- 6.1 No charge will be made for activities outside school hours that are part of the Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- 6.2 For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## **7. Damage/Loss to Property**

- 7.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge shall be the cost of replacement or repair incurred by the school.

## **8. Voluntary Contributions**

- 8.1 Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a voluntary contribution towards the cost of the trip.
- 8.2 Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.
- 8.3 Requests for voluntary contributions will be made alongside clear guidance for parents/carers that such a request is an invitation to contribute, and is neither mandatory nor a demand.
- 8.4 Where there are not enough voluntary contributions to make the activity possible, it may be cancelled.

## **9. Lettings**

- 9.1 The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be reviewed and determined annually by the Finance Committee.
- 9.2 Any Extended School activities take place after school and there is a charge / fee for enrolment and participation.

9.3 A Lettings Policy is in operation to supplement the overview detail in this document.

## **10. Other charges**

10.1 The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

## **11. Remissions Policy**

11.1 The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances

11.2 The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

## **12. Version History**

### 12.1 Table of Versions

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Second Edition of Policy published 2014.	Christine GILLINGHAM	20/10/2014
2.0	Policy reviewed and amendments drafted	Matthew DEERE	22/03/2019

