THE CAMDEN SCHOOL FOR GIRLS

# Charging & Remissions Policy

| | |
|---|---|
| **Lead Staff member:** | Yasemin Briant |
| **Link Governor:** | Tanvi Gokhale |
| **Approved by full governing body:** | January 2025 |
| **Review Date:** | January 2028 |
| **Review Committee:** | Finance & Premises |

# TABLE OF CONTENTS

Purpose & Principles ..... 2
Introduction ..... 2
Legal Framework ..... 2
Remissions ..... 2
Expected provision ..... 2
Charges ..... 3
Activities and Items which may be charged for: ..... 3
Parental Contributions & charges for school visits, trips & activities ..... 3
Music Tuition & Activities ..... 4
Exams ..... 4
Lettings ..... 4
Freedom of Information & Data Protection ..... 5

# Purpose & Principles

## Introduction

1. This policy sets out The Camden School for Girls' position on charging for school activities (including curricular & extra-curricular activities), music tuition, school visits and residential trips for students currently on roll at the school.

## Legal Framework

1. The governing body of the school recognises the principles of the Education Act 1996, and follows the law set out in Sections 449-462 of The Education & Inspections Act 2006, and The Charges for Music Tuition (England) Regulations 2007.
2. This policy has been compiled in line with the Department for Education Guidance: *Charging for school activities: Departmental advice for governing bodies, school leaders, school staff & local authorities (May 2018).*
3. The school makes every effort to minimise charges to parents. Where costs are incurred for which charging is legitimate, the school will be guided by the law and guidance set out above.

## Remissions

1. The governors of the school are aware of their responsibilities to parents on low incomes and in receipt of certain benefits, and endeavours to inform and support parents wherever possible when being asked for contributions.
2. Full remission of charges for essential curriculum-based residential trips is due if a student is eligible for free school meals, but the school may ask for a voluntary contribution toward the cost of such trips.
3. Pupil Premium (students are also eligible (at the discretion of the school) for full remission of charges for day trips and a 50% discount on the costs of some essential and non-essential residential trips.
4. If your daughter is not eligible for Pupil Premium, parents are advised to write to the headteacher should they wish to receive the remission of a charge.
5. On receipt of this the headteacher may remit either in full or in part the charges in respect of a pupil, if s/he feels it is reasonable.
6. The headteacher may also decide not to charge for a particular activity if s/he feels it is reasonable.

## Expected provision

1. Pupils are expected to equip themselves with items such as pens, pencils & rulers for personal use, and any other materials where the parent wishes the student to own the item.
2. Specialised equipment required in certain subjects (such as science, maths, art and design & food technology) will be provided by the school.

## Charges

### Activities and Items which may be charged for:

1. Visits, activities & trips made in addition to the curriculum and occurring (for the majority of the activity's duration) outside of school hours. This may include:
    a. Optional extras such as before or after school clubs where staff are engaged specifically to provide the optional extra.
    b. Non-school related educational activities provided on school premises during or outside of school hours.
    c. Non-curriculum-related activities provided outside school hours.
    d. Education that is provided outside of school time that is not part of the curriculum.
    e. Non-essential residential trips where the trip is mainly outside school time. (see following section)
2. Visits, trips or excursions arranged by organisations other than the school.
3. Items or materials which will be taken home (where a finished product will be kept by a pupil or parent) This may include:
    a. Food Technology ingredients (where a student has forgotten to supply their own).
    b. Materials for certain courses (such as design technology, photography or art).
4. Any other materials, books, instruments or equipment where the parent wishes the pupil to own the item and the item is offered for purchase through the school.
5. Loss or damage to school exercise or text books.
6. Breakages or damage caused by pupils intentionally.
7. Lost locker keys
8. Damage caused to equipment loaned to a student and/or taken off-site
9. Music & vocal tuition (See following section)

### Parental Contributions & charges for school visits, trips & activities

1. Parents will be asked for voluntary contributions towards the cost of school visits, activities and trips made in addition to, and in support of, the curriculum.
    a. Such contributions should not be described as compulsory.
    b. Parents will be advised of the amount needed to cover the cost of the visit or activity.
    c. Although not contributing to the cost will in no way diminish the right of the pupil to take part in the activity or visit, the school reserves the right to cancel the activity or visit should insufficient voluntary contributions be made to cover the costs incurred.
    d. Guidance on how to inform parents of this is provided to staff.
    e. Such activities include:
        i. Visits and trips and field trips that occur for the most part during the school day and enhance learning in the curriculum

        ii. Travel expenses to and from work experience placements or career workshops.
2. For residential trips which are essential to the National Curriculum, a charge will be applied for board and lodging. This will not exceed the actual cost. The school may ask for a voluntary contribution to cover the cost of travel as outlined above.
3. For residential trips which are non-essential:
    a. If the trip is mainly outside school time, there will be a charge for the full cost of the trip.
    b. If the trip is mainly inside school time, there will be a charge for board and lodging only.

## Music Tuition & Activities

1. The school charges in respect of music tuition in which case the teaching is in addition to the school's normal curriculum (such as instrumental or vocal lessons).
2. Charges will be made for teaching either individual pupils or groups of an appropriate size, providing that the size of the group is based on sound educational reasons.
    a. Such charges may apply to activities taking place both during and outside of school hours.
3. If a pupil is prepared for an exam, there will be a charge for tuition and other costs.
4. For music activities outside school hours, a charge up to the cost of the activity may be applied.

## Exams

1. The school will charge for entry for exams that are in addition to the normal curriculum, or where the school has not prepared the student for the exam.
2. The school will charge for students re-sitting an exam (other than in exceptional circumstances at the discretion of the headteacher).
3. Where a pupil fails without good reason to complete the requirements of a public exam or to attend, the school may seek to recover the entry costs from the parent.
4. A charge will be applied for all students requesting a 'Review of Marking' of any exam taken at the school (other than in exceptional circumstances at the discretion of the headteacher).

## Lettings

1. Lettings of premises and hire of equipment will be made to organisations who have agreed a fee with the school.
2. The bursar & headteacher are responsible for letting & equipment charges.
3. Fees are reviewed annually.

## Freedom of Information & Data Protection

1. No charge will be made for information in response to applications made under the Freedom of Information Act for which time or resources involved are under the appropriate limit set by the government.
2. If the cost estimate is over the appropriate limit, this will be reported to the applicant, and unless it can be redefined to bring it under the limit, the information cannot be supplied.
3. If an individual (Data Subject) makes a Subject Access Request the school can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive. The school may also charge a reasonable fee to comply with requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.
4. For more information, please refer to the Freedom of Information & Data Protection Policies