

# **CHARGING & REMISSIONS POLICY**

## **PENDLE VALE COLLEGE**



**Approved by: Finance & Resources Committee**

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### 1. Aims

Pendle Vale College aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

### 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

### 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

### 4. Roles and responsibilities

#### 4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

#### 4.2 Headteacher

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

#### 4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

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

#### **4.4 Parents**

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

### **5. Where charges cannot be made**

There will be no charge for the following activities:

- Education provided wholly or mostly during college hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in college hours to carry students between the college and an activity;
- Education provided outside college hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the student is being prepared for at the college, or part of religious education;
- Instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);
- Instrumental and vocal tuition for children in care;
- Entry for a prescribed public examination including re-sits provided that a student has been prepared for it at the college.

### **6. Where charges can be made**

The college may recover the full costs of the following activities, but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside college hours which are not:
  - Part of the National Curriculum;
  - Part of a syllabus for a prescribed public examination which the student is being prepared for at college;
  - Part of religious education.
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a student for a public examination not prescribed in regulations, and for the cost of preparing a student for that examination outside college hours.
- Cost of entering a student for a prescribed public examination including re-sits where no preparation has been provided by the college.
- Provision of instrumental and vocal tuition, which takes place during the college day and which has been requested by parents/carers.
- Day care facilities

### **7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.** If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## **8. Activities we charge for**

The Governing Body may recover the full costs of expenditure incurred under the following categories – charges will not exceed actual cost:

### **Books and Equipment**

The Governing Body will make a charge for books and equipment which have to be replaced through being lost, or if they are not returned when required.

### **Damage to Property**

The Governing Body will make a charge for the cost of repairing/replacing property when damage is caused by carelessness, negligence, theft or misbehaviour.

### **Uniform**

College ties can be purchased from the college at a cost of £3.50.

### **Student Planners**

A replacement planner will be issued to a student if lost or defaced at a cost of £2.50.

### **Public Examinations**

Please refer to the College's Public Examinations Policy for detailed information

In summary, an examination fee may/will be charged to the student/parents/carers when:

- The student is accepted as an external candidate and is not on the college roll
- There are late entry or amendment fees – the final decision rests with the Headteacher
- A parent requests that a student is entered for an examination that the college does not support
- A re-mark is requested by the parents. In these circumstances, the college can provide the relevant examination board fee.

### **Duke of Edinburgh Programme**

The College is extremely fortunate to be able to run the Bronze and Silver Duke of Edinburgh Awards through the dedication and support of fully qualified College staff. In order to continue to ensure that these programmes are viable we ask for a contribution of £60 for the Bronze programme and £70 for the silver from each student enrolling on the programme. This charge covers enrolment to the Programme and makes a contribution towards equipment such as tents, sleeping bags, waterproofs etc.

## **9. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

## **10. Monitoring arrangements**

The College Business Manager monitors charges and remissions and ensures these comply with this policy. This policy will be reviewed by the College Business Manager annually. At every review, the policy will be approved by the Governors Finance & Resources Committee.