

	<b>The Duston School Policy</b>	
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<b>Policy Title</b>	Charging, Remission and Refunds Policy	<b>Version No</b>	1
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<b>Rationale</b>	It is The Duston School's policy to ensure that all charges are in line with DFE requirements and in accordance with Sections 449-462 of the Education Act, 1996.
<b>Policy Statement</b>	<p><b><u>School Trips</u></b></p> <p><b>Day Trips</b> – No compulsory charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.</p> <p><b>Residential Trips - Essential</b> – For residential trips which are essential to the National curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.</p> <p><b>Residential Trips – Non-essential</b> - For residential trips which are not essential to the national Curriculum, statutory RE or in preparation for prescribed examines:</p> <p style="padding-left: 40px;">a. If the length of the trip extends beyond the school day, a charge will be levied up to the full cost of the trip.</p> <p><b><u>Examination Entries</u></b></p> <p>A charge will be levied in respect of examination entries for pupils where the school has not educated the pupil for the examination.</p> <p>A charge will be levied in respect of examination entries for pupils where:</p> <ul style="list-style-type: none"> <li>- the school has not educated the pupil for the examination and</li> <li>- it considers that for educational reasons the pupil should not be entered and</li> <li>- the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).</li> </ul> <p>In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.</p> <p>A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.</p>

The charge levied for examinations will be the cost of the examination entry, plus any applicable costs incurred.

### **Materials & Textbooks**

Where a pupil 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. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

### **Music Tuition**

The school levies charges in respect of individual music tuition, and group music tuition up to and including four persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

### **Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

### **Damage/Loss to Property**

A charge will be levied in respect of wilful damage/disruption, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or other quantifiable costs. The charge will be at cost or lower as the Principal may decide.

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

### **Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to provide these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

	<p><b><u>Other Charges</u></b></p> <p>The Principal, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, eg. For providing a copy of an OFSTED report.</p> <p><b><u>Refunds</u></b></p> <p>Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.</p> <p>In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Principal. If approved, Refunds will be processed via the original method of payment.</p> <p>The School reserves the right NOT to refund costs where a student is withdrawn from an activity by the School on the basis of the Student’s unacceptable behaviour.</p> <p><b><u>Remissions Policy</u></b></p> <p>If the parent/guardian of a pupil is in receipt of:</p> <ul style="list-style-type: none"> <li>• Universal Credit in prescribed circumstances:-</li> <li>• Income Support</li> <li>• Income based Jobseekers’ Allowance (IBJSA)</li> <li>• Support under Part VI of the Immigration and Asylum Act 1999</li> <li>• Child Tax Credit, provided that Working Tax Credit is not also received and the family’s income (as assessed by Her Majesty’s Revenue and Customs) does not exceed £16,190 (financial year 2013/14)</li> <li>• The guaranteed element of state pension credit; and</li> <li>• An income related employment and support allowance that was introduced on 27 October 2008</li> </ul> <p>They will be exempt from paying the cost of board and lodging.</p> <p>The Principal, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.</p> <p>The Principal, 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.</p>
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<b>Staff responsible</b>	JHE		
<b>Date approved by GB</b>	15/10/15	<b>Review Date</b>	October 2016

# The Duston School – Policy Document