



Policy Title:	Charging and Remissions
Function:	Information and guidance
Status:	Approved
Audience:	Students, Parents, Councillors, Principal, Teachers, Support Staff, Local Authority
Ownership / Implementation:	The Principal and the Governing Body have overall responsibility for ensuring that this policy is implemented.
Issued for:	Approved
Implementation Date:	November 2013
Review period:	Annual
Last Reviewed:	June 2020



1 Introduction

Compass School Southwark (CSS) recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential stays and experiences of other environments, can make towards students' all-round educational experience and their personal and social development.

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. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

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 principal.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance Committee.

Monitoring the implementation of this policy has been delegated to the Finance Committee

4.2 Principal

The principal 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 principal 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.

5 Charging

CSS reserve the right to make a charge in the following circumstances for activities organised by the school:

- i **School trips and residential stays:** the board and lodging element of the residential experience and outdoor pursuit courses;
- ii **Activities outside school hours:** the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- iii **Uniform and sports kit:** the full cost for student uniform and sportswear and equipment;
- iv **Equipment and materials:** the cost of materials or ingredients for use in any curriculum area;
- v **Acts of vandalism and negligence:** the school reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- vi **Examination fees:** if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.
Where a student does not turn up and there is not sufficient evidence to suggest there is a good reason, the exam fee will be requested; in most cases around £35.
- vii **Music lessons:** the cost of music lessons outside of group enrichment activities.



- viii Any other activities that take place during school time and incur an extra cost to the school.

6 Remissions

- 6.1 Where the student is eligible for the pupil premium, CSS will consider the partial or full remittance of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
- 6.2 CSS will also consider the partial or full remittance for other equipment students require in order to participate in school life. This includes specific equipment and uniform.
- 6.2 CSS may remit charges in full or in part to other parents after considering other specific hardship cases. CSS invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Governing Body, as appropriate.

7 Insurance

Any insurance costs will be included in charges made for trips or activities.

8 Voluntary contributions

Nothing in this policy statement precludes CSS from inviting parents to make voluntary contributions. CSS should make clear that such contributions are voluntary, and that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

6 Monitoring, Evaluation and Review

The Finance Committee will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.