



Policy	CHARGING AND REMISSION POLICY
Headteacher	TOM KELLY

Named personnel with designated responsibility for this policy

Academic year	Designated Senior Person	Nominated Governor	Chair of Governors
2017/18	Mr T Rawdin	Mr G Price	Mr G Price
2020/21	Mr T Kelly	Mrs J Reed/Mr S Ingram	Mrs J Reed / Mr S Ingram
2023/24	Mr T Kelly	Mrs J Reed/Mr S Ingram	Mrs J Reed / Mr S Ingram

Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff
September 2017			
January 2021	Minor corrections	D McFarlane	Jan 2021
January 2023	No changes	D McFarlane	
January 2024	No Changes	D McFarlane	

Date Ratified by Governors	Review Date
January 21	January 2023
	January 2024
February 24	January 2025

The Governing Body of Bedale High School recognises its duty to provide statutory education free of charge to all students on the roll of Bedale High School under the terms of the 1988 Education Reform Act and 1996 Education Act S449-462.

GENERAL PRINCIPLE

There will be no charge made by the school in respect of basic books, materials, equipment or instruments loaned to students in connection with statutory religious education, the study of the National Curriculum, or in preparation for prescribed public examination of courses taught at the school. No compulsory charge will be made for incidental transport in connection with these areas although voluntary contributions may be requested.

PUBLIC EXAMINATIONS

No charge will be made for the first entry in each public examination subject supported by the school.

The School reserves the right to make full charge on parents in the following circumstances:

- for any entries where the School has not prepared their child for examination in the year for which entry is made;
- for an entry if their child has failed to complete the coursework requirements of a subject;
- if their child fails to attend for part or all of the examination without reasonable cause as defined by the examination board ;
- for the cost of materials where their child has undertaken a free choice project and where the product will be taken into the ownership of the child or parents subsequent to completion of the course. In such circumstances, the liability for payment will be made clear to parents in advance of the start of the project.

DAMAGE TO OR LOSS OF SCHOOL PROPERTY

The School reserves the right to make full or part charge on parents for the costs of damage or loss of school property due to deliberate actions or neglect. The Headteacher will determine the level of charge.

VOLUNTARY CONTRIBUTIONS

The School may request voluntary contributions from parents for activities in or out of the school day for which compulsory charges cannot be levied but which can only proceed if the level of voluntary funding is sufficient.

In all circumstances where a voluntary contribution is requested, the letter of invitation will make that clear, together with any terms or conditions regarding deposits, frequency of payments and refunds. The School will ensure that no student is excluded from such activities by reason of inability or unwillingness to pay.

The recommended level of individual voluntary contributions set for any activity will be such that the total sum collected will not exceed the total cost of the activity. Should the total amount of the voluntary contributions fail to cover the costs of an activity, the School reserves the right to cancel the activity and refund all voluntary payments made in full.

If a child chooses to withdraw from a visit when a voluntary contribution has been made, and the School has used or committed the contribution for necessary payments in connection with the visit, the School will only refund that voluntary contribution if a replacement paying member of the group can be found. In such circumstances, the School will make every effort to find a suitable replacement. Where no costs are incurred through late withdrawal, then a refund will be made in full;

If a child is obliged to withdraw from a group due to unforeseen circumstances beyond the control of the child or his/her parents, then School will make best efforts to give a full refund.

OPTIONAL EXTRAS

Charges may be made for some 'optional extra' activities. Where an optional extra is being provided a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside of school time which is not:
 - part of the National Curriculum; or
 - statutory religious education; or
 - a required part of a prescribed public examination course for which a student's entry has been supported by the School.
- Transport (other than that required to take the pupil to school or to other premises where the LA / governing body have arranged for the pupil to be provided with education)
- Board and lodgings for a pupil on a residential visit
- Extended day services offered e.g. breakfast club, after school club, tea and supervised homework sessions)

Costs included in a charge, will be made clear to parents and be itemised in the letter of invitation.

In the case of such activities, there is no obligation on the School to include in the activity any student who does not meet the required charge in full.

SUBSIDIES AND SUPPORT

The decision as to the proportion of the global cost of an activity, which will be met from the School's budget or from School Fund, will be made by the Headteacher.

In the case of the use of agreed funds from the School's budget or from School Fund, the Headteacher will advise the Governors of such use of funds.

Cases of genuine financial hardship or need should not prevent students taking part in an activity. To this end, parents should be advised formally of the sources of support available and how to gain access to them before the start of each school year.

The staff of the School should use their knowledge of their students to alert the relevant Head of Department of potential financial difficulties, which may handicap potential participants' so that informal and confidential contacts with home can be made. In this way, the School will seek to support financially disadvantaged students.

FUND-RAISING

The School will seek to support and acknowledge any fund-raising activities organised by community / external bodies.

Whilst the School will seek and encourage sponsorship, the nature and conditions of the sponsorship and of the sponsoring body will be considered by the Headteacher and Governors before entering into any formal commitment.

LETTINGS

A charge will be made for lettings of school premises. Please refer to school letting charges schedule and terms and conditions.

This policy supports the School Information Policy, which also has a charging implication