



Charging & Remissions Policy
2022-25

1.0 Introduction

It is the intention of the Governors of Denton Community College to encourage all students to participate in the excellent opportunities presented by the College through a wide range of activities.

The College may be able to help individual students, via the College Fund, to participate in activities from which they would otherwise have been excluded. In most cases the College Fund will allow parents/carers with financial restrictions more time to pay for an activity. This may involve modest activities like ingredients for a lesson, or be for expensive items such as residential trips. In each case a contribution will be received from parents over a period of time and according to means.

Pupil Premium funding may also be used for Pupil Premium students.

All education during College hours is free with the exception of individual or group music tuition (see below). We do not charge for any activity undertaken during College hours as part of the National Curriculum.

This policy is in line with the Department of Education guidance [Charging for School Activities \(updated 2018\)](#)

2.0 Activities related to studies in College

Activities taking place mainly in college time, which cannot be provided for from existing sources of finance, will be paid for through voluntary contributions from parents/carers. In each case parents should be aware of what costs are involved and a full account should be made by accompanying staff to the College Business Manager and, whenever practicable, to parents/carers. Parents/carers should understand that there is no obligation to contribute and that individual students will not be treated differently if their parents/carers fail to respond to the request. Students may be helped from College Fund in particular cases. This should apply especially to children of parents on Benefits. The range of help may vary from a complete subsidy to an offer of further time to pay.

Additional activities taking place, wholly or mainly outside college hours will be charged to parents, except when preparation for public exams or as part of National Curriculum work is involved. In these cases, parents will be asked to make a voluntary contribution towards the cost of an activity. In each case a full explanation of the cost involved will be given.

Ingredients, materials, etc. for practical subjects will be provided by the school but parents may be asked to contribute on a voluntary basis. The school may charge for, or require, the supply of ingredients and materials if parents have indicated in advance a wish to own the finished product.

Once parents/carers have been informed that students have embarked on an examination course, they are responsible for ensuring that deadlines for coursework and attendance to examinations are met. If a student fails to meet such deadlines, the parent/carer is responsible for payment of any exam fee for that particular subject.

Letters to parents/carers from College should state as exactly as possible what costs are involved and include a reply slip indicating that parents/carers are prepared to meet the charges of contribution involved. All such letters should include the following statement:

“The college governors support the activity described above and remind parents that, while there is no obligation to contribute, the activity can take place only if adequately financed. If contributing presents a problem you should contact the Form Tutor concerned or the Business Manager”.

3.0 College trips/visits and activities during in College time - voluntary contributions

When organising College activities, trips or visits which enrich the curriculum and educational experience of the children, the College invites parents/carers to contribute to the cost. All contributions are voluntary. If

sufficient voluntary contributions are not made a proposed event will be cancelled - unless College is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

Parents/carers have a right to know how each individual trip is funded. The College will provide this information on request.

The following is a list of additional off-site activities sometimes organised by the College, which require voluntary contributions from parents/carers. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums;
- Sporting activities – sometimes involving transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- College trips abroad;
- Musical events.

Parents/carers will be given reasonable advanced notice of proposed visits/ activities and College will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

4.0 Residential visits

If the College organises a residential visit in College time or mainly College time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel arrangements. However, we do make a charge to cover the costs of board and lodging and may invite voluntary contributions to meet other costs associated with the visit. Parents/carers who receive specific state benefits are exempt from charges for board and lodgings and specific details of exemptions will be provided at the time that residential visit details are notified.

Parents/carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

If the College organises a residential visit which is to provide education not directly related to the National Curriculum, parents/carers will be required to cover the costs of travel, board and lodging and other costs associated with the visit. Parents/carers who receive specific state benefits are eligible to apply for funding to contribute towards the cost of the visit.

5.0 Music tuition

All children study music as part of the normal College curriculum. We do not charge for this.

Visiting music teachers offer individual or small group music tuition at the College which is additional to the National Curriculum. We give parents/carers information about availability of this facility at the start of each academic year and a charge is made for these lessons. Parents/carers who receive specific state benefits are exempt from charges for music tuition – details will be provided at the time that tuition is offered.

6.0 Out of College clubs and activities

The College offers a range of out-of-College clubs – and reserves the right to charge for such sessions to cover the cost of provision where those activities are not directly aimed at providing educational benefit to students.

7.0 Transport to Extra-Curricular Activities

Parents/Carers may be charged to cover the transport expenses associated with of the trip an extra-curricular activity. Charges for transport will be strictly based on covering actual costs (as defined in legislation) with no profit element.

8.0 Loss of/ Damage to College Property

Students causing damage in college through unreasonable behaviour will be required to pay for the cost of replacement or repair.

Where college property has been lost, damaged or defaced parents/carers will be charged for the repair/replacement. Items include but not limited to; exercise books, text books, stationery and art supplies, computer equipment and other materials originally provided by the college.

In instances where vandalism has been caused to the building parents/carers will be charged the full cost of repair/replacement. Acts of graffiti which can be removed by internal cleaning staff will incur a standard charge of £25 for the additional staff time and cleaning materials. Where external contractors are required to repair / replace property the full cost will be charged to parents/carers and the contractor quote/invoice will be provided as evidence of cost along with the college invoice.

9.0 Dissemination

This policy is shared with all staff through the VLE and Staff Handbook. Parents are advised of the policy via the website.

10.0 Monitoring, Evaluation and Review

The Resources Sub-Committee of the Governing Body will review this policy every two years.

Compliance is monitored by the Business Manager and the scheme is reviewed every year by the Headteacher.

11.0 Remission

When parents are informed about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of any of the following benefits may be exempt from paying the cost of board and lodging - the criteria that entitles families to an exemption from paying for the cost of board and lodging has been aligned with free school meals criteria:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The Governors have agreed that children who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Headteacher/Business Manager, so that no child is discriminated against.

All applications for support/special consideration should be made directly to the Business Manager via finance@dentoncommunitycollege.org.uk.

ⁱ The term 'parents/carers' includes any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.