Marden High School

Charging & Remissions Policy

Date Approved by Governors: May 2026

Date to be Reviewed: May 2027

Introduction

1. This charging policy has been compiled in line with DfES requirements and in accordance with s457 of the Education Act, 1996.

2. Day Trips.
No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

3. Residential trips – Essential. For residential trips which are essential to the delivery of the National Curriculum, for example statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

4. Residential trips – Non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or for preparation for prescribed examinations, a charge may be levied. For these trips, payment should be requested in advance.

5. Examination Entries
The school will pay all normal exam fees on behalf of candidates. "Normal exam fees" are one entry per candidate per subject or module

The school will pay late entry or amendment fees resulting from changes requested by the school. Where late entries or amendments occur as a result of the appropriate deadline not being met, the department may be liable for the fees

Candidates may be liable for fees resulting from entries or changes to entries which are against the advice given by the school and result in additional fees.

Candidates or departments will not be charged for withdrawals or amendments made by the proper procedures provided these are made within the time allowed by the awarding bodies.

The school may pay some or all fees which fall outside of the scope of normal fees as defined above in cases of hardship when a parent or guardian is unable to meet the cost. The school requests that a parent or guardian who is unable to meet the cost of a request for an entry, change to an entry or withdrawal discusses the case with the Head of Department or the Exams Office, (who will then liaise with the Head of Department). A decision will be made based upon whether it is deemed an appropriate entry, change or withdrawal for the candidate.

6. Materials and 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.

7 Music Tuition

The peripatetic music teachers levy charges in respect of individual music tuition, and group music tuition up to and including 4 persons if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. A discount may be available to pupils whose families are entitled to free school meals.

8. 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.

9. Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of 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 Headteacher may decide.

10. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make 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 trip. 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.

11. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Headteacher and Business Manager. For users connected to the school the charge will be based on the site staff overtime costs.(Hourly / daily rates to be discussed by the Headteacher and Business Manager).

12. Other charges

The Headteacher, F& P Sub Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

13. Remissions Policy.

Charges in respect of board and lodging for essential trips for Pupil premium students will be remitted in full.

The Headteacher or Deputy Headteacher may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
The Headteacher, F&P Sub 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.