

# **TIBSHELF COMMUNITY SCHOOL CHARGING & REMISSIONS**

Ratified: May 2025  
(DCC Policy)





## Introductions

Tibshelf Community School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

Sections 449-462 of the Education Act 1996 (revised in 2011) sets out the law on charging for school activities in maintained schools. Parents on low incomes and in receipt of certain benefits may be eligible for support in terms of contributions requested for school visits. Additionally, families in receipt of free school meals are entitled to an exemption from paying for the cost of board and lodging on residential visits. Further guidance can be accessed at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

Under Section 27 (1) of the Education Act 2002 governors have control over the use of school premises, subject to the local authority's general policy that all educational premises should be available whenever possible to provide for the wider educational and recreational needs of children, young people and adults. Therefore schools with available space are permitted to approve lettings in accordance with this policy.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and cost of travel to swimming lessons where appropriate.

Education during core school hours is provided free of charge by Tibshelf Community School. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and cost of travel to swimming lessons where appropriate. In determining the Charging and Remissions Policy the Governors have been mindful of this principle.

## Day Visits or mainly within school hours


The Governing Body reserves the right to request voluntary contributions for the benefit of the school or any school activities.

When organising school trips or visits which enrich the curriculum and educational experience of pupils, the School invites parents / carers to contribute to the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include pupils whose parents have not paid any contribution. We do not treat those pupils any differently from any others.

No pupil will be excluded from an activity if Parents/Carers are unwilling or unable to pay. Tibshelf Community School will make this clear to Parents/Carers when requesting voluntary contributions. If insufficient voluntary contributions are raised to fund a visit or activity and the school is unable to fund it from any other source, then it will be cancelled. Pupils in receipt of Free School Meals will be offered a free school packed lunch.

## Reprographics

Charges for the services provided by the Reprographics Department will be made at a competitive rate for personal printing requests made by staff, students and external organisations.





## **Books/Equipment/Consumables**

In most cases materials will be provided by school, but where items are produced as a result of art, product design or textiles a small charge may be levied for the cost of the materials used.

In Food Technology, parents will be asked to provide ingredients for lessons or make a nominal charge for any ingredients provided by school.

Revision Guides sold by school are supplementary to the curriculum and available to buy at the price purchased.

In the case of practical subjects, no students will be disadvantaged and therefore all will be able to participate in these activities.

## **Lettings charges for use of school buildings and grounds**

Lettings charges are overseen by the school and managed via Actihire lettings agency, in line with Derbyshire County Council guidelines.

## **Examinations**

No charges may be made for entering students for public examinations in a public examination syllabus.

A charge will be made to Parents/Carers in the following circumstances: -

- Extra examination entries/re-sits without tuition – these will be charged to Parents/Carers where they have requested such entries
- Examinations not on the prescribed list
- Wasted exam entries – charged to Parents/Carers when the examination is wasted without an acceptable reason to school
- Re-marks requested by Parents/Carers – unless Tibshelf Community School determine otherwise

## **Damage/Loss of School Property**

Where wilful damage/vandalism, neglect or loss of property relating to Tibshelf Community School is incurred, Parents/Carers will be charged for the repair/replacement costs. This will also apply to any resources/equipment on loan to the school from external agencies providing a service to the school or any damaged property belonging to a third party where the school has incurred a replacement or repair cost.


The cost of these items will be the replacement cost to purchase the same or similar item at the time the loss occurs.

Each incident will be dealt with on its own merit and at the discretion of the school.

## **Instrumental/Vocal Music Tuition**

The school may provide instrumental/vocal music tuition by bringing in external tutors within school hours at a charge to Parents/Carers. Charges may be made for tuition provided to individuals or groups of any size where the tuition is being made at the request of the student's Parent/Carer.

Charges will not exceed the cost of the provision.





## Uniform

Prices as set by the Governor approved official school uniform supplier, Banner Ltd.

## Failed Cheques

Where Parents/Carers have elected to make payment for activities by cheque and this subsequently is returned by the bank, the value of the cheque will be requested in cash from the drawer plus the relevant charge made by the bank to cover the 'failed cheque charge' and administration charge made by the bank.

## Residential Visits in School Time

The school may charge for all accommodation, food and travel expenses. Where a family is on low income or in receipt of state benefits they may write to the School Business Manager in confidence, requesting financial support from the school. In this instance each case will be judged on merit and against the set criteria as used to determine free school meal eligibility, and consideration made whether any assistance can be offered.

## Trips/Activities outside of School Time

Parents/Carers are required to meet the cost in full. Activities will not run where full costs cannot be recovered.

## All Trips/Activities

If a student does not behave to a reasonable standard whilst on a school trip/activity and he/she has to be sent home, Parents/Carers will be responsible for collecting their child or any expenses incurred as a result of this. The costs for any property damaged due to carelessness or misconduct of a student will be the responsibility of the Parent/Carer.

## Surpluses

The school will ensure charges requested from Parents/Carers for trips, activities, residential visits are set appropriately to cover the anticipated costs. Any small surpluses relating to each trip will be held in the Private School Enrichment Fund to support the cost of any whole school, year group activity or clearing small unplanned debts on activities.


## Refunds

Where voluntary contributions/payments are made for school trips/visits/activities these will be **non-refundable**. This applies to deposits and subsequent payments. Parents/Carers are informed of this when they are provided with initial information about the trip. The only exception to this is where cancelled places can legitimately be claimed under the school's Travel Insurance Policy or where an external Tour Provider cancels the trip and returns funds to the school.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given.

If the school decides to remove a student from a trip/activity for whatever reason (including behaviour and attendance) there will not be any entitlement to a full refund.





## School to School Support

Where support has been given to another school or where Tibshelf Community School has paid in full for provision of any kind on behalf of other establishments the school may re-charge this out to the relevant participants. Charges will be at the discretion of the Headteacher, Business Manager or the Governing Body and will be made in line with appropriate market rates.

## Outstanding Debts

Students that have outstanding debts relating to non-curricular activities will not be permitted on any future trips until the debt is cleared, unless there are extenuating circumstances leading to the debt. The school will judge each case on merit

Outstanding monies from Parents/Carers or any other external individuals or organisations will be pursued by Tibshelf Community School, including through legal proceedings if necessary.

## Remissions

Those families in receipt of one or more of the following may be offered assistance in paying for a trip if a written request is made by Parents/Carers or a longer period of payment instalments agreed to enable their child to access the activity: -

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

The Headteacher/Resources Committee may remit in full or part charges in respect of a student if it feels it is reasonable in the circumstances.

## Equality

The School is committed to ensuring equality of opportunity for all pupils, staff, parents, carers and visitors irrespective of their race, gender, disability, religion or belief, sexual orientation, age or pregnancy and maternity.

