



Charging and Remissions Policy

Approved by: BET Board		Date: Spring Term 2024
Last reviewed:	Spring Term 2022	
Next review date:	Spring Term 2027	

Introduction

1. Bohunt Horsham, an Academy member of Bohunt Education Trust (BET) acts in accordance with the BET Master Funding Agreement, the requirements of Sections 449-462 of the Education Act 1996, and the Education (School Sessions and Charging and Remission Policies) Regulations 1999, with regard to charging for educational activities, which do not have to be provided by the school free of charge.

Aim of this Policy

2. It is the aim of this policy to set out the times when charges may be payable for school activities and school visits and to explain under what circumstances these charges may be waived or reduced (remitted).

Policy Statement and Implementation

3. Educational activities will be available to all eligible students, but inclusion may be dependent upon compliance with each School's policies, including the Behaviour Policy.

3.1 Charges will **not** be made for education provided during school hours (unless for vocal or instrumental tuition provided at request of parent or carer) or any activities which form part of a prescribed examination syllabus or are in fulfilment of National Curriculum (NC) requirements. There is no charge for admissions.

3.2 However, the School may charge at cost for all activities which are not otherwise provided free of charge as part of the School's statutory duties to do so, including:

1. Board and lodging on residential visits whether or not taking place during or outside school hours and whether or not related to activities in 2
2. All educational activities taking place wholly or mainly outside school hours unless required by a public examination syllabus or the National Curriculum statutory requirements.
3. Individual vocal or music tuition fees unless required by a public examination syllabus or the NC statutory requirements or the student is looked after by the local authority.
4. Hire of community facilities.
5. In practical subjects, parents or carers may be asked for the full or partial cost of materials and ingredients. The finished product is owned by the School if no payment has been received.
6. Transport (other than transport that is required to take the student to school or other premises where the local authority Board have arranged for the student to be educated).

3.2 Where possible, parents and carers will be given adequate notice of future activities for which a charge will be made or for which a contribution will be requested. Arrangements will be made for payment by instalments when appropriate.

3.3 Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges.

3.4 In addition to charges affecting students, there are a number of other areas where charges are applied, and these are listed in the attached schedule.

Remission of Charges

4 The remissions policy provides for complete remission of any charges otherwise payable in respect of board and lodging provided for a student on a residential trip if: -

4.1 the education provided on the trip is education in respect of which, by virtue of section 451 of the Education (School Sessions and Charging and Remission Policies) Regulations 1999, no charge may be made, and

4.2 Parents or carers in receipt of the following benefits are exempt from paying the cost of board and lodging for educational visits (criteria as determined by HMRC):-

1. Income Support

2. income-based Jobseeker's Allowance
3. income-related Employment and Support Allowance
4. support under Part VI of the Immigration and Asylum Act 1999
5. the guaranteed element of Pension Credit
6. Child Tax Credit (provided there is not also an entitlement to Working Tax Credit and the household (as determined by HMRC) does not have an annual gross income of no more than £16,190 (20/21 financial year as varied from time to time by HMRC))
7. Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
8. Universal Credit – if the household income (as determined by HMRC) is less than £7,400 a year (20/21 financial year after tax and not including any benefits parents or carers receive, in each case as varied from time to time by HMRC)

4.3 Voluntary contributions may be invited for activities for which no charge can legally be made. If insufficient contributions are raised to fund the activity or the school cannot fund it from its own resources, then it must be cancelled. This condition must be made clear to parents and carers.

4.4 A School may take particular account of students whose families are suffering exceptional hardship or the particular circumstances of the student or activity. Decisions will be made on educational grounds.

Examinations

5. The School will pay for a single entry per subject as charged for students officially entered at a particular level by the School in subjects for which the School has prepared the pupil. Any additional entries, entry at any other level, or entry in an examination not recommended by the School must be paid for by the parents. If payment is not received, the student will not be entered.

5.1 All costs incurred where students have been entered by the school but have not been prepared for the examination by the School and are, therefore, merely acting as a centre for the student's convenience, will be charged to the parents. If payment is not received, the student will not be entered.

5.2 All costs incurred where students are tutored/entered for non-regulation public examinations, e.g. music, dance etc, will be charged to the parents.

5.3 The School reserves the right to charge parents/carers for examinations for which the Examining Board is unable to confer a grade, due to the failure of the pupil to sit the examination or complete the coursework or other requirements. Absence validated by a doctor's certificate will be accepted and reimbursement will not then be requested.

5.4 The School reserves the right to charge parents or carers for re-sit examinations.

5.5 Where debts are owing to the School from any parent/carer, the School reserves the right not to pay for any re-sit, or not to enter the student for any other examination not recommended by the School or any examination which is a non-public examination.

5.6 Should parents or carers wish to challenge the grade awarded in a public examination against the advice of the school, they will have to meet all costs involved.

Breakages/Damage to School Property

6. Parents or carers will be charged for the cost of repairing/replacing school property (books, furniture, etc) or buildings (windows, doors, etc) damaged or defaced as a result of their child's behaviour.

6.1 Where parents or carers are unable or unwilling to pay, students may be asked to 'work' after school to repay the cost.

Insurance

7. The cost of insurance cover for visits is paid by the School. Parents are not charged for this.

Trips and Visits

8. All trips are managed on a dedicated software programme that maintains records of all students due to attend and all payments received.

8.1 Income is received into a dedicated bank account that is monitored by the School Finance Officer and BET Finance.

8.2 The trip organiser is responsible for ensuring that receipts cover costs for all trips and visits where a charge is payable. Charges for trips will normally cover the full operational costs of the activities, including external instructors or specialist teachers, premises costs, transport and other associated charges. The charges may not include the cost of supply cover teachers.

8.3 The Examination Officer is responsible for ensuring that fees are collected for exams for which the school is not liable to pay (see Section 5)

Publicising the Policy

This Charging and Remission Policy is on each School website.

Appendix A

Scale of Fees as at April 2024

Item	Notes	Charge
Examination fees	As per the scale of fees set by the examination board.	
Ties	Year 10 & 11	£5
Lockers	No charge	
Replacement Locker Key	n/a students provide their own padlocks	
Instrumental	Students pay fees directly to individual peripatetic music teachers	
LAMDA lessons	Students pay fees directly to LAMDA teacher	
Dance T-Shirts	Pre-order only, not stocked	£14.30