



Torquay Girls Grammar School

Charging and Remission of Fees

Policy Information	
Policy Owner	Sharon Wallwork
Issue Version	V.1
Approver	Senior Leadership Team
Adopted Date	October 2023
Review Cycle	Annually
Next Review Date	October 2024

1. Overall purpose

The Academy aims to:

- have robust, clear processes in place for charging and remissions,
- clearly set out the types of activity that can be charged for and when charges will and will not be made,
- offer a range of activities and visits whilst minimising the financial barriers that may prevent some students from taking full advantage of these opportunities.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996 which set out the law on charging for school activities in England. This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

The Board of Trustees has delegated responsibility for approving the Charging and Remission of Fees policy to the Senior Leadership Team. Monitoring the implementation of this policy has been delegated to the Director of Finance and Resources.

3.1 Senior Leadership Team

The Senior Leadership Team are responsible for ensuring staff are familiar with the policy, and that it is being applied consistently.

3.2 Staff

Staff are responsible for:

- Implementing the policy consistently
- Notifying the Senior Leadership Team of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

4. Charging

4.1 The academy will:

- levy a charge for board and lodgings on a residential trip, except where students are entitled to a remission as set out in section 5.
- levy a charge for all activities wholly or mainly outside school hours which are not part of the National Curriculum, statutory religious education, or in preparation for a public examination.
- request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no student is excluded from such an activity by reason of inability or unwillingness to make such a contribution.
- seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children.
- delegate to the Senior Leadership Team the determination of any individual case arising from the implementation of this policy.
- recoup any direct costs arising from where staff have elected to take partners or children on a trip.
- levy a charge to students for printing in excess of their allocation.
- levy a penalty charge for non-payment of invoices issued.

- charge for any materials, books, instruments or equipment, where the student's parent wishes to own them.
- charge for examination entries where the student has failed for no good reason to complete the requirements of the examination or to attend for it.
- Charge for catering provided.

The charges levied will be calculated to cover costs including transport, premises, insurance, staffing cover, administrative/bank charges and other directly associated costs.

4.2 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition. Charges cannot be made if the teaching is an essential part of the National Curriculum.

We acknowledge that peripatetic music tutors offer chargeable tuition to students. These lessons are charged directly to parents/guardians. However, if a student is eligible for free school meals the school will subsidise the tuition to a maximum of 15 minutes per student per week but no more than half of the lesson cost (maximum of 30 weeks per annum).

5. Where charges cannot be made.

The school will not charge for:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours that is part of the National Curriculum or is religious education .
- Entry for examinations where the school has prepared the student for examination in the year in which the entry is made.

5.2 Remissions

- In some circumstances, the academy may not charge for items set out in section 4 of this policy. This will be at the discretion of the Senior Leadership Team and will depend on the item in question.
- Parents in receipt of free school meals will be exempt from paying the board and lodgings element of curricular residential visits.