Charging and Remissions Policy

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Policy reviewed by:	**H Nash/ R Pieterse**
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This policy follows the model guidance from the latest Herts for Learning Education "Charging and Remissions Policy".	

Document Control/ Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
001	NEW Nexus Herts Federation Policy Reviewed, no change	26/08/2024 18/09/2025
002		
003		

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1. Aim

Our Centres 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 be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for Centre activities and the Education Act 1996, sections 449-462 of which set out the law on charging for Centre activities in maintained Schools in England.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The Management Committee

The Management Committee has overall responsibility for approving the charging and remissions policy, but can delegate this to an advisory group, an individual Management Committee member or the Executive Head/ Head of Centre.

The Management Committee also has overall responsibility for monitoring the implementation of this policy.

4.2 The Executive Head and Head of Centre

The Executive Head and Head of Centre are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying SLT of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The Senior Leadership Team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the Head of Centre of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the Centre cannot charge for**:

5.1 Education

- Admission applications – ***see section 6.1 of this policy***
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- The Centre covers the cost of any payments/deposits for sports equipment used during PE/ODP activities or Centre trips.
- Off-Site Alternative Provision and Work Experience - the cost of any alternative provision off-site will be met by the Centre.
- Education provided outside Centre hours if it is part of:
    - The Centre's curriculum
    - A syllabus for a prescribed public examination that the student is being prepared for at the Centre
    - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the Centre. No charges will be levied for entering students for public examinations, but a charge may be made should the exam fall outside of standard regulations or require additional preparation.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the Centre

5.2 Transport

- Transporting registered students to or from the Centres' premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the Management Committee or local authority has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the Centre
- Transport provided in connection with an educational visit
- No charge is made for the use of the Centre vehicles, nor for any transport in staff cars. Where public transport is used in activities or trips this will be funded by the Centre.
- If a student is in receipt of a County travel pass, the Centre will reimburse the student's travel costs until the pass is received. In exceptional circumstances the Head of Centre may authorise the travel home of a student to be funded by the Centre. Any lost passes will only be replaced after a set charge

is paid to the County transport department.

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
    - The Centre's curriculum
    - A syllabus for a prescribed public examination that the student is being prepared for at the Centre
    - Religious education
- Supply teachers to cover for those teachers who are absent from Centre accompanying students on a residential visit

6. Where charges can be made

Below we set out **what the Centre can charge for**:

6.1 Education

- In general, it is both Centres' policy not to charge students for specific materials, ingredients, and visits where these are a planned part of the curriculum.
- AWPU - The Centre will charge schools where a managed move of a student has taken place and the student remains dual registered with their original school. The charge will take effect once the student is on roll at the relevant Centre and the school is invoiced termly.
- Any damage to Centres' equipment or premises may result in parents being invoiced for the price of replacements or the costs of repairs (including labour charges).
- Should any student fail to attend an exam they have been entered for the Centre reserves the right to charge for the appropriate fee to recoup losses.
- Requesting a remark or scrutiny of results may result in costs being charged to parents, generally costs are met by the Centre at the Head of Centre's discretion.
- A charge may be made should an exam fall outside of standard regulations or require additional preparation.

6.2 Residential visits

The Centre can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. This is at the Head of Centre's discretion and will be communicated to parents in advance of finalising the residential trip's participants.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the Centre is able to ask for voluntary contributions from parents to fund activities during Centre hours, which would not otherwise be possible.

See section 6.1 of this policy.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the Centre is unable to raise enough funds for an activity or visit, then it will be cancelled.

8. Activities this Centre charges for

The Centre will charge for the following activities:

See section 6.1 of this policy.

9. Remissions

In some circumstances, the Centre may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Management Committee and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by His Majesty's Revenue and Customs) does not exceed £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

10. Monitoring arrangements

The Finance Administrator monitors charges and remissions and ensures these comply with this policy.