



Forest of
Dean Trust

Charging Policy

DENE MAGNA SCHOOL

Policy name	Charging Policy
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Owner	JR/DMo
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Approver	LGB
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Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with Sections 449-462 of the Education Act, 1996.

School Trips

1. Day Trips. No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum
2. Residential trips – essential. For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
3. Residential trips – non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
 - a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
 - b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.
4. 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/guardians/carers to make a contribution towards the cost of the trip. Students will not be treated differently according to whether or not their parents/guardians/carers have contributed 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.

Examination Entries

1. A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.
2. A charge will be levied in respect of examination entries for students where:
 - the school has prepared the student for the examination and
 - it considers that for educational reasons the student should not be entered and
 - the student's parent/guardian/carer wishes the student to be entered (or student him/herself when over 18 years old).
3. In these circumstances, if the student subsequently passes the examination, the school may refund the cost.
4. A charge may be levied for students re-sitting an examination.
5. A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
6. The charge levied in the above points will be the cost of the examination entry, plus any applicable centre costs.

Examination Appeals

If after receiving results you feel an appeal would improve your potential grade because marks are borderline, please talk to the Subject Head who will explain the process. Appeals will only go forward

with the backing of the school. At the moment the charge for each appeal in the year 2024/2025 is £50 (this is Exam Board directed). Cheques or cash should be provided to the Finance Department of Dene Magna School. Under the current guidance if the appeal is successful no charge is levied and a full refund will be provided.

Materials & Textbooks

Where a student or parent/guardian/carer 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, students usually provide their own ingredients, but if the student 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.

Music Tuition

A music bursary is available for students studying GCSE music at the school. Contact info for instrumental music tuition is available and parents/guardian/carers liaise direct with the teachers to organise this.

Activities Outside School Hours

1. 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.
2. If a student is prepared outside school hours for an examination that is not set out in the regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
3. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

1. 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.
2. 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, whichever the lower cost as the Headteacher dictates

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.

Other charges

The CEO, Head teacher and FD may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Remissions Policy

1. If the parent/guardian/carer of a student is in receipt of income support, this has been assessed and agreed by the Inland Revenue, A "Trip Bursary" for educational only trips can be applied for. The funding of this aspect of school finance is limited, therefore these are awarded on a first come basis and is at the discretion of the Headteacher.
2. The CEO, FD, Headteacher and Trustees may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.
3. The CEO, FD , Headteacher and Trustees may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.