

**Policy Title: Charging Policy**

**Academic Year 2025 2026**

# Mortimer



**Leader:**

**Mr S Hignett**

**Review Date:**

**Sept 2026**

# MORTIMER COMMUNITY COLLEGE - Charging Policy

## Charging Policy

### 1. Introduction

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

### 2. School Trips

**Day Trips.** No charge will be levied in respect of day trips that take place during school hours and are part of the curriculum. If a day trip is an optional extra, then a charge will be made. This will be based on actual costs.

**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. (Please also refer to section 19).

**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.

### 3. Examination Entries

- a) A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- b) A charge will be levied in respect of examination entries for pupils where

The school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/carer wishes the pupil to be entered.

- c) In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.
- d) A charge may be levied for pupils re-sitting an examination.
- e) A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- f) The charge levied in 6 - 8 above will be the cost of the examination entry.

#### **4. Materials & Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art and design or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, and the school provides the ingredients then a charge can be made. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

#### **5. Music Tuition**

No charge will be made for music or instrumental tuition.

#### **6. Activities Outside School Hours**

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.

For all other activities outside school hours, a charge up to the cost of the activity may be levied.

#### **7. Damage/Loss to Property**

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 Head Teacher may decide.

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, or such lower cost as the Head Teacher may decide.

#### **8. 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 to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution 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.

#### **9. Lettings**

The school will make its facilities available to outside users working in partnership with the CIC.

#### **10. Remissions Policy**

If the parent/carer of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income,

assessed by the Inland Revenue, that does not exceed the annual allowance), the guaranteed element of State Pension Credit or an income related employment and support allowance that was introduced on 27 October 2008 charges in respect of board and lodging will be remitted in full.

The Head Teacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Head Teacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.