Beths Grammar School

Charging and Remissions Policy

1. The 1988 Education Act, *The Data Protection Act 2018 and The General Data Protection Regulation 2018* introduced regulations concerning the payments made by parents/carers.

2. The Act effectively defines categories for which schools can make charges as follows:

   - **Those taking place mainly outside school hours:**

     If this activity is in preparation for a public examination or as part of the National Curriculum then only the cost of board and lodging may be charged. A Biology field trip, run at a weekend or in a holiday, is an example of this type of activity.

     For other activities, described as 'optional extras' in the Act, charges can be made to those parents who wish their children to take part. An evening theatre trip is an example of this kind of activity.

   - **Those taking place mainly within school hours:**

     If there is a residential activity parents can be asked to pay the cost of board and lodgings.

     The School is not permitted to charge parents for any other costs. The School is however allowed to seek voluntary contributions from parents as long as there is no obligation to contribute and pupils are not treated differently according to whether or not their parents have made a contribution.

     Examples of such activities are, in the residential category, School Camp and in the non-residential category, a day-time theatre trip or museum visit.

3. To allow trips to continue, Trustees have adopted the approach set out at paragraph 2 above. Trustees hope that all parents will continue to volunteer to pay for such trips. Although many of our activities are partly funded by the School, most would be impossible to run without voluntary contributions from all the parents.

4. Letters concerning trips will set out the various costs involved; board and lodging, travel, entry fees, etc. Any contribution asked for will be entirely voluntary.

5. There is an explanatory letter available for all new parents.

Other Charges

6. Other charges will be made for the following items:

a. Individual tuition in the playing of a musical instrument
b. Re-sits for public examinations where no further preparation has been provided by the school
c. Costs of non-prescribed examinations and preparations for such examinations outside school areas
d. Any other education, transport or examination fees unless charges are specifically prohibited
~~e.~~ Requests for information in the educational record by a student or someone acting on their behalf or, a parent in respect of personal data (a Subject Access Request for information under the Data Protection Act) held about the student by the school are provided free of charge.

   However, a fee may be charged for the administrative costs of complying with a request which is deemed to be manifestly unfounded or excessive. A fee for the administrative costs may also be charged for a request of a repetitive nature.

f. There will be no charge made in relation to Requests for information by a student or someone acting on their behalf or, a parent in respect of personal data (a Subject Access Request for information under the Data Protection Act) that does not form part of the educational record.

g. Requests for information subject to charging under the Freedom of Information Act where the estimated cost of providing the information does not exceed £450 (calculated in accordance with the Freedom of Information (Appropriate Limit and Fees) Regulations 2004) are charged as follows:
   - Photocopying – 10p per sheet
   - Postage – Actual cost incurred

h. Requests for information subject to charging under the Freedom of Information Act where the estimated cost of providing the information exceeds £450 (calculated in accordance with the Freedom of Information (Appropriate Limit and Fees) Regulations 2004) are charged as follows:

   - The costs which may be taken into account in calculating whether the appropriate limit (£450) is exceeded e.g. locating, retrieving and extracting the information
   - The communication costs
   - Staff time spent on communicating the information (Charged at £25 per hour)

i. DT and Art requires a one off payment of £40 in KS3 to cover the cost of materials used and in KS4 for GCSE courses, a one off payment of £15 is required.

j. Requests for a £50 deposit for School text books used throughout the students time at Beths, will be reimbursed once the text books are received in a good, re-useable condition.

Remissions

7. Parents who receive income support or family credit may continue to seek complete remission of all charges.

N.B. The Charging and Remissions Policy only relates to the provision of Education within the school. However, parents may be asked for recompense where a child causes damage. Therefore breakage or damage caused to school property, equipment and materials, including the loss or replacing of books, caused by a student's misbehaviour may incur a charge equal to the cost of repair or replacement as new.

Reviewed Autumn 2025
Next scheduled review Autumn 2028