



The Duke of York's Royal Military School

Charging and Remissions Policy

Date of Approval

15/04/2024

Approved By

Col Andy Thorne

Role

Chairman of Trustees

Signed

Last Reviewed	April 2024
Next Review	April 2025



Ministry
of Defence



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SCHOOLS'
ASSOCIATION

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INTRODUCTION

The Board of Trustees cannot charge parents and students for any activity unless it has drawn up a charging policy. Moreover, when made, charges per student cannot exceed the actual costs incurred, which mean that students who can pay should not be charged extra to cover the costs of those who cannot afford to.

The Board of Trustees must not charge for any activities which take place when the School is in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual students or students in groups of up to four, as long as such teaching is not an essential part of the National Curriculum, or a public examination syllabus being followed by the student(s).

If the School wishes to run an activity during the School day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The School can charge for optional, extra activities provided mainly or wholly outside School hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities that are an essential part of the syllabus for an approved examination must be provided free.

Chapter 17 of A School Governors' Guide to the Law provides further detailed guidance on residentials, use of mini-buses, public examinations and activities provided during School hours by external bodies.

PURPOSE

The purpose of the policy is to ensure that, during the School day, all children have full and free access to a broad and balanced curriculum.

WHAT WAS CONSULTED?

The Department for Education guidance on Charging for School Activities.

ROLES AND RESPONSIBILITIES OF PRINCIPAL, OTHER STAFF AND TRUSTEES

The **Principal** will ensure that the following applies:

During the School Day

All activities that are a necessary part of the National Curriculum, plus Religious Education and PSHEE, will be provided free of charge. This includes any materials, equipment, and transport to take students between the School and the activity. It excludes charges made for teaching individual students or groups of up to four students to play a musical instrument.

For the Duke of York's Royal Military School only, there will be no charge for an activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but the student was not prepared for it at this School
- The examination is not on the set list, but we arrange for the students to take it.
- A student fails without good reason to complete the requirements of any examination where the Board of Trustees or the Local Authority (LA) originally paid or agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the School day which entail additional costs, e.g., theatre enrichment visits/workshops.

In these circumstances no student will be prevented from participating because his/her parents cannot or will not contribute. Children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Optional activities outside the School day

We will charge for optional, extra activities provided outside of the School day, for example dry skiing. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the School day

If a non-residential activity happens partly inside the School day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the School day.

Conversely, if the bigger proportion of time spent falls outside of the normal School day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

RESIDENTIALS

Charges will be made for board and lodging. Families with financial difficulties can apply for financial assistance.

Other charges will be made to cover costs when the number of School sessions missed by the student's total half or more of the number of half days taken up by the activity. In such cases parents will be told how the charges were calculated.

SCHOOL MINIBUS

Only the School students, staff or parents may travel at a charge in the School minibus. Charges can only be levied if the School has a permit issued by the LA under Section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation, the service should not make a profit for the School.

CALCULATING CHARGES

When charges are made for any activity, whether during or outside of the School day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who cannot. Support for cases on hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the School and/or charges to parents.

MONITORING ARRANGEMENTS

The Business Committee of the Board of Trustees will monitor the impact of this policy.

See also DfE Guidance on Charging found at:

<https://www.gov.uk/government/publications/charging-for-school-activities>