

FREMAN COLLEGE

CHARGING AND REMISSIONS POLICY

We aim to ensure that education at Freman College is free and that activities offered wholly or mainly during normal college teaching time are available to all students regardless of the ability or willingness of their parents/carers to help meet the cost.

However, the college will continue to request voluntary contributions from parents towards activities organised by the college during college hours and the college has discretion to charge for optional activities provided wholly or mainly out of college hours.

The college's equal opportunities policies are observed in implementing the policy.

Voluntary Contributions

Freman College may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during college hours;
- college equipment; and
- college funds generally.

Students of parents who are unable or unwilling to contribute will not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit or activity and there is no alternative method to make up the shortfall, then the college will cancel the activity/visit. The college determines to make parents aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

Subsidies may be available for children whose parents/carers are in receipt of [these benefits](#).

The college will continue to invite voluntary contributions from parents/carers to the college fund

Charging

- Freman College reserves the right to charge to cover the costs of materials / ingredients for subjects such as art, resistant materials or food technology where the finished product will be taken home.
- Optional trips wholly or mainly outside college hours will be charged at full cost. These visits will not proceed where full costs are not met by those who wish to take part in the activity

Residential activities

- The cost of providing board and lodging for pupils taking part in residential activities, during or outside normal hours, must be met in full by parents/carers. Subsidies may be available for children whose parents/carers are in receipt of [these benefits](#).

Refunds

- In the event of any student being withdrawn from a planned activity, trip or visit due to behavioural issues or having left the college, parents/carers will be responsible for any costs incurred by the college. If a student has been accepted on a trip but is subsequently not eligible to remain at the college, a full refund will be given.

Music Fees

- Where music instrumental tuition is a voluntary activity, parents/carers will be charged. Hertfordshire Music Service fees are used as a guideline when setting charges. Parents/carers must give the college five weeks' notice in writing regarding the cessation of lessons or they will be charged for this period
- Where music instrument tuition is part of the syllabus for a prescribed public examination (e.g. GCSE, AS and A2), subsidies may be available for children whose parents/carers are in receipt of [these benefits](#)

Public Examinations

Freman College cannot charge for

- entry for a prescribed public examination, if the student has been prepared for it at the college; or
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the college

Freman College will charge for:

- The cost of any examination, where an external student has been entered but not prepared for the examination by the college, must be borne by the student / parent / carers
- The Headteacher will notify parents/carers of the examinations entries as soon as practicable after the decision has been made
- Only a single entry per subject will be paid for by the college. Any additional entry or variation must be paid by the parent/carers
- If a student / parent / carer asks for examination results to be re-scrutinised, the cost must be borne by the student / parent / carer
- If a student fails to attend an examination, then the parent / carer will be requested to reimburse the college for the entry fees. Absence from an examination due to illness, validated with a Medical Certificate, will be accepted and no reimbursement of fees will be necessary

Textbooks

As part of their studies, students are allowed to borrow books from the Library and subject departments free of charge. However, if the books are not returned, a replacement charge will be made

Breakages and damage to school property

Freman College will charge parents/carers for the repair or replacement of college property damaged or defaced as a result of that student's unreasonable behaviour

Community Facilities

Freman College may provide facilities for use by the local community outside of college hours. These facilities further any charitable purpose for the benefit of students at the college or their families, or people who live or work in the local area.

Freman College can charge for the use of these facilities, and a profit can also be generated, providing it is spent on the purposes of the college and / or on community facilities.

Procedures may be changed as appropriate by the school

Qualifying benefits

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, also qualify.

Ratified: Summer 2026

Next Review: Summer 2027

Reference:

Department for Education:

Charging for school activities

Departmental advice for governing bodies, school leaders, school staff and local authorities

May 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf