



POLICY FOR

CHARGING AND REMISSIONS

PERSONS RESPONSIBLE

HEADTEACHER

Next review

October 2026

Approval by Governing Body

This policy has been developed in accordance with sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England.

During the school day all activities that are a necessary part of the National Curriculum plus religious education, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school will be provided free of charge with the exception of music tuition.

Voluntary contributions may be sought for activities during the school day which incur additional costs. Although voluntary contributions can be requested to help finance such events, no student will be denied the opportunity of participating because of the lack of such a contribution. It must be stated however, that it might be necessary to cancel an event if insufficient funds were available.

From time to time we may invite a non-school based organisation such as a visiting drama group to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that session.

Charges

Charges will be made as follows:

1. Books, materials and equipment that the parent wishes the pupil to keep
2. The proportionate costs for an individual child of activities provided wholly or mainly outside of the school day (optional extras) to meet the costs for:
 - Travel including a contribution towards the cost of the school minibuses for fuel, depreciation and drivers (where engaged under contracts for services purely to provide an optional extra)
 - Materials and equipment
 - Non-teaching staff
 - Entrance fees
 - Admin charge
 - Insurance costs

3. Extra-curricular activities such as Duke of Edinburgh Award scheme
4. Board and lodging on residential visits
5. Parents will be responsible for the costs of travel to and from work experience
6. Individual or small group music or vocal tuition. In some circumstances fees are paid directly to the tutors by pupils who wish to participate. In cases of hardship the Headteacher will consider at their discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition
7. Ties and school badges
8. Breakages and replacements as a result of loss or damage caused wilfully or negligently by any stakeholder (including books, planners and library books). Where the property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge on the cost to those responsible
9. Any bank charges incurred as a result of unpaid cheques may be passed on to the drawer of the cheque
10. Copies of policies or documents including an admin charge

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

Charges and contributions are set to cover the anticipated costs. Should contributions for an activity exceed the actual cost, the schools will refund any surplus of £15 or more per pupil. The cost of administering prohibits any refunds less than £15 and we cannot issue cash.

Public Examinations

It is the policy of the school to enter pupils for all public examinations, provided they have completed the required coursework. The school will fund the first entry to all public examinations that it has prepared a pupil for. In the case of a second entry in any subject the school reserves the right to charge the examination entry fee to the parents.



Remissions

Children whose parents are in receipt of the following support payments will be entitled to the remission of charges for board and lodging costs for any residential activity that takes place within school time;

- Income Support
- Income Based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (where the parent is not entitled to working tax credit)
- Guaranteed element of State Pension Credit
- Income related employment and support allowance

Students of families who receive these payments are also entitled to free school meals.

Hardship Funding

In exceptional cases of financial hardship, the school may agree to fund some or all of any chargeable activity. There are limited funds available and claims will be on a first come basis. If any parent/carer wishes to apply, they may do so in writing to the School Business Leader. Proof of hardship may be requested and any assistance that the parent/carer may be able to provide, for example, repayment over a longer period of time, are welcomed.

This policy was agreed by the Governors

Signed: _____
(Governor)

Signed: _____
(Headteacher)

Review Date: October 2024