

NEWLANDS GIRLS' SCHOOL

POLICY DOCUMENT



Charging and Remissions Policy

LAST UPDATED AND REVIEWED	(by) School Business Manager	January 2026
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POLICY TYPE	Statutory
REVIEW FREQUENCY	Annually – January

RESPONSIBLE	
Leadership Team	School Business Manager
Governing Committee	Resources, Audit and Risk

APPROVED/MEETING	Resources, Audit and Risk	2 nd February 2026
UPDATED:	Shared Drive Website (if applicable)	4 th February 2026

Courage Commitment Compassion

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1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some students from taking full advantage of these opportunities

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including but not limited to the following:

- Academies Act 2010
- DFE 'Academy Trust Handbook 2025'
- DFE Academy Trust Governance Guide
- DFE 'What academies and further education colleges must or should publish online'
- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DFE 'Charging for school activities'
- The Trust's Funding Agreement

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

4. Roles and Responsibilities

The Board of Governors

The board of governors will be responsible for:

- Reviewing and updating this policy
- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times
- Ensuring money is spent for the educational benefit of students attending the school
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DFE

Headteacher

The headteacher will be responsible for:

- Ensuring this policy is effectively implemented
- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Informing parents/carers on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the costs of school visits
- Liaising with parents/carers and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis

The School Business Manager

The school business manager will:

- Process and record payments for activities, considering any remissions applied
- Ensure that the correct invoices are sent to parents/carers, and that payment is received

5. Charging for education

The school will not charge for:

- Admission applications
- Education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the school, or part of RE.
- Instrumental or vocal tuition, for students learning individually or in groups, unless provided at the request of the student's parent/carer
- Entry for a prescribed public examination, if the student has been prepared for it at the school
- Examination resits, if the student is being prepared for the resits at the school

The school may charge for:

- Materials, books, instruments or equipment, where the student's parents/carer wish their child to own them
- Optional extras
- Music tuition (in certain circumstances)
- The use of community facilities and other commercial activities
- Provision of information within the scope of freedom of information

6. Optional Extras

The school may charge for the following optional extras:

- Educational provided outside of school time that is not:
 - Part of the national curriculum
 - Part of a syllabus for a prescribed public examination that the student is being prepared for at the school
 - Part of religious education
- Examination entry fees where the student is being prepared for at the school
- Transport, other than that required to take the student to school or to other premises where the school has arranged for the student to be provided with education
- Board and lodgings for a student on a residential visit
- Extended day services offered to students e.g. after-school clubs, tea and supervised homework sessions

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- Non-teaching staff including teaching assistants
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided equally by the number of participating students.

Charges applied will not include an element of subsidy for any students wishing to participate but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying students on a residential visit.

Participation in any optional activity will be on the basis of parental/carer choice and a willingness to meet the charges; therefore, parental/carer agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents/carers will be informed of how the charge will be calculated.

7. Voluntary Contributions

The school may ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents/carers at the outset. The school will make it clear to parents/carers that there will be no obligation for parents/carers to make any contribution. Parents/carers will be notified regarding whether assistance is available.

No student will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents/carers.

The school will ensure that parents/carers do not feel pressured into making voluntary contributions.

8. Examination fees and resits

The school may charge for examination fees if:

- The examination is on the set list (which includes GCSEs and A 'levels), but the student was not prepared for it at the school
- The examination is not on the set list but the school arranged for the student to take it
- A student fails, without good reason to complete the requirements of any public examination where the school originally paid or agreed to pay the entrance fee.

Where a student is entered for a second or subsequent attempt at an examination, the school will pay the fee. Once students have left the school, resits must be taken at the school in this instance.

If a student or their parent/carer consider it to be in the best interests of the student to request that an examination is remarked, any fees involved will be covered by the student or their parent/carer. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body, and the parent/carer or student will have their fees refunded.

9. Music tuition

The school is aware that instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the students' parent/carer. The charges will not exceed the cost of provision, including the cost of the staff providing the tuition.

There will be no charges applied if the music tuition will be made in respect of student's who are looked after by a local authority.

10. Transport

The school will not charge for:

- Transporting registered students to or from the school premises where the LA has a statutory obligation to provide the transport

- Transporting registered students to other premises where the board of governors or LA has arranged for students to be educated
- Transporting students to meet an examination requirement when they have been prepared for the examination at school
- Transport provided for an educational visit that is part of the national curriculum

11. Residential Visits

The school will not charge for:

- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of RE
- Supply teachers to cover for teachers accompanying students on visits

The school may charge for board and lodging, but the charge will not exceed the actual cost.

Parents/carers will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following 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
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of not more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

The school will ask for parents/carers to submit and provide proof of receipt of one of the above benefit payments in order to be eligible for the exemption.

12. Education partly during school hours

The school will follow DfE guidance when determining whether an activity is deemed to take place during school hours or not, as set out below:

In the case of non-residential activities:

- If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it will be deemed to take place during school hours, and no charge will be made
- If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of RE
- Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the day

Where a visit is residential, if the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) it will be deemed to have taken place during school hours and the school will not charge for the activity.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school.

Any charges for extended day services will be optional.

13. Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of students or their parents/carers. Parents/carers will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances e.g. financial hardship.

14. Remissions

The school will set aside a fund to enable parents/carers in financial difficulty to send their children on visits and activities. The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents/carers who can prove they are in receipt of the following benefits may request assistance with the cost of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they aren't also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

15. School trip refunds

All initial deposits for school trips will be non-refundable. Parents/carers will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to unforeseen circumstances, parental/carer contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents/carers.

If a student or their parents/carers cancel a trip, the school will decide on refunds based on the reason for the cancellation, whether the cost can be recovered, and if the place can be offered to another student.

Where a student or their parents/carers have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the student to attend future trips and visits.

In the event that a student cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will consider whether the school will be reimbursed for the student's place on the trip and whether the place on the trip can be offered to another student.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental/carer contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents/carers.

The school will deal with cancellations and refunds on a case by case basis, ensuring that all students and their families are treated equally.

If a parent/carer wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

16. Income Generation

In line with the academies handbook 2024, the school may set fees for chargeable services at full cost and reserves the right to apply an additional rate of return when in a commercial environment.

17. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

18. Monitoring and Review

This policy will be reviewed at least annually by the board of governors.