



HERSCHEL GRAMMAR SCHOOL

Charging & Remissions Policy

Date approved:

March 2026

***Date for revision:**

October 2028*

Responsibility:

LGB

Approved by full Governing Body

Author:

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Headteacher**

***subject to any relevant changes in legislation or other appropriate guidelines**

Introduction

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

This policy complies with our funding agreement and articles of association.

The Local Governing Board recognises the valuable contribution that a wide range of activities including school visits, afterschool clubs and residential experiences can make towards pupils' personal and social education.

The Local Governing Board aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

(Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

Charge is defined as a fee payable for specifically defined activities.

Remission is the cancellation of a charge which would normally be payable.

Purpose of Policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered whilst at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Relationship to other policies

The policy compliments the school's equality policy, educational visits policy and the teaching and learning policy.

Voluntary Contributions

Where the school cannot levy charges and it is not possible to offer these additional activities within the resources ordinarily available to the school, the school may request or invite parents to contribute towards the cost of the trip or activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.

School Trips and Visits

Day Trips: No charge will be levied in respect of day trips that take place during school hours and are part of the curriculum.

Residential Trips – Essential: For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied for board and lodging.

Residential Trips – Non-essential: For residential trips which are not essential to the National Curriculum, statutory RS or in preparation for prescribed examinations:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip;
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

School Meals

There is no charge for children who are entitled to free school meals within the FSM allowance. Pupils who are not entitled to free school meals will be charged a set amount per meal/item decided by the LGB or the individual school.

Public Examination Entries

Pupils will not be charged for examinations that form part of the school's curriculum and are listed on our official examination schedule, provided they have been prepared for these assessments by the school.

Exam non-attendance or failure to submit for a Non-Exam Assessment (NEA) without valid justification, may result in the school recovering the examination fee from parent(s)/carer(s).

Where a pupil elects to sit a GCSE in a community language, the school will cover the examination entry fee; however, the pupil and their parent(s)/carer(s) are responsible for funding any visiting examiner required to conduct the speaking component.

A Level Re-sit Charges

Full costs for A Level re-sits are payable by the pupil or their parent(s)/carer(s). These charges include the examination board's entry fee and any applicable centre administration fee.

Post-Results Services

Charges for post-results services (e.g., reviews of marking, access to scripts) are the responsibility of the pupil or their parent(s)/carer(s). These fees consist of the examination board's charge plus any applicable centre administration fee. A subsidy may be available for those registered as pupil premium.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, however if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

Herschel Grammar School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

The school levies charges in respect of individual music tuition and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. The cost of peripatetic instrumental instruction is explained and agreed via the Head of Music Department. A discount is available to pupils for whom the school is in receipt of Pupil Premium.

Out of School Activities

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. If a pupil is prepared, outside school hours, for an examination that is not set out in regulations, a charge will be levied for tuition and other costs. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss/breakages to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property by a student or parent (including IT equipment, premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

Lettings

The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Local Governing Board. For users connected to the school the charge will be based on the site staff overtime costs.

School Minibus Travel

Schools may charge for transport in their minibuses only if they hold a permit issued under Section 19 of the Transport Act 1985. A permit is not required if no charge is made in cash or kind. The Local Authority supplies permits for school minibuses.

Any charges made may be used to recover some or all of the costs of running the vehicle, including loss of value. The service may not make a profit either directly through the fares charged or incidentally as part of a profit-making activity, even if any profit would go into the school's other running costs or for charitable purposes. A charge is any payment in cash or kind (for example a club subscription) by or on behalf of a person that gives him/her a right to be carried.

Other charges

The Headteacher or Local Governing Board may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED Report or FOI request.

Remissions

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- a. Cancellation of trips or activities due to circumstances beyond the pupil's control
- b. The school deciding that a pupil should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made
- c. Wherever a student, having entered for a public examination against the school's wishes, achieves a grade in that examination
- d. In the event that an examination re-mark requested by a parent or pupil is successful (the reimbursement of fees will be made by the examination board)

In other circumstances, at the discretion of the Headteacher.

Fund Voluntary Contributions

Herschel Grammar School may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupil's education. Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requests for help from parents on eligible benefits will be considered and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters. Eligible benefits are defined as those required for Pupil Premium eligibility.

Additional considerations

The Local Governing Board recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- a. Where possible we shall publish a list of visits (and their approximate cost) with as much advance notice as possible so that parents can plan ahead
- b. We have established a system for parents to pay in instalments
- c. When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

Inability of unwillingness to pay

Herschel Grammar School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.