



# Charging & Remissions Policy

<b>Date Adopted:</b>	<b>February 2024 (amended June 2024)</b>
<b>Date of Next Review:</b>	<b>February 2025</b>
<b>Name of Responsible Person:</b>	<b>Mrs J Allen</b>

The Governors and staff of Lowton Church of England High School are committed to the provision of a high quality education in a Christian context. We aim to provide a school where we can live out our ethos of Caring, Learning and Succeeding on a daily basis. At the heart of the commitment is the notion of the uniqueness and infinite worth of the individual, that every person is valuable in the eyes of God

This policy has been produced in accordance with the Equality Act 2010 and the Special Education Needs Disability Act 2001, the SEND Code of Practice 2014 and the Children and Families Act 2014. It has been reviewed in accordance with all other school policies and related Acts.

**Signed:**  
  
**Chair of Finance, Premises and Personnel Committee**  
  
**Date:**

## **1. Legal Framework**

- 1.1. This policy is based on Department of Education (DFE) advice on charging for school activities and The Education Act 1996.

## **2. Charging for Education**

- 2.1. We will not charge parents for:

- Admission applications
- Education provided during school hours
- Education provided outside school hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of Religious Education
- Instrumental or vocal tuition, unless provided at the request of the pupil's parent
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sits, if the pupil is being prepared for the re-sits at the school
- Transport provided in connection with an educational visit essential to the National Curriculum

- 2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they wish their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities

## **3. Optional Extras**

- 3.1. We may charge parents for the following optional extras:

- Education provided outside of school time that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

- 3.2. When calculating the cost of optional extras, an amount may be included in relation to:
- Any materials, books, instruments or equipment provided in relation to the optional extra
  - The cost of buildings and accommodation
  - Non-teaching staff
  - Teaching staff (including teaching assistants) engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
  - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or vocal tuition where the tuition is an optional extra
- 3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.
- 3.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

## **4. Examination Fees**

- 4.1. We may charge for examination fees if:
- The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the pupil was not prepared for it at the school
  - Examination Board fees where the school has paid or are liable to pay a fee in respect of the entry for a public examination in any syllabus for that examination and the pupil fails, without good reason, to meet any examination requirement for that syllabus. In such circumstances, the school may seek to recover the amount of the fee from the pupil's parent.

## **5. Examination Re-marks**

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

## **6. Voluntary Contributions**

- 6.1. We may ask for voluntary contributions towards the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- 6.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 6.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

## **7. Music Tuition**

- 7.1. In accordance with the DFE guidance, we will charge for vocal or instrumental tuition provided either individually or to groups of any size, provided that the tuition is at the request of the pupil's parent.
- 7.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## **8. Residential Visits**

- 8.1. We will charge for boarding and lodging on residential visits but the charge will not exceed the actual cost.

## **9. Transport**

- 9.1. We will not charge for:
  - Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport
  - Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated
  - Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school
  - Transport provided for an educational visit linked to the National Curriculum

## **10. Damaged or Lost Items**

10.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

## 11. Remissions

11.1. Cases of financial hardship will be treated discreetly and sympathetically. We have set aside a small fund to enable families in financial difficulty to send their children on trips/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

11.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities: (proof must be provided before assistance is granted).

- 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 are not also entitled to Working Tax Credit and where the family's income does not exceed the prescribed limit set by the HMRC
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit

11.3. To request assistance, parents should contact the trip organiser or Head of Year

## 12. Monitoring and Review

12.1. This policy will be reviewed annually by the Finance, Premises and Personnel Committee.