Upton-by-Chester High School

Charging and Remissions Policy

Statutory

Policy Link	
SLT	Laura Rowlands

To	Date
Finance and Buildings Committee	30/09/2026
Full Governing Body	N/A
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'Learning to shape the future'

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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 learners from taking full advantage of these opportunities

2. Legislation and guidance

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.

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

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

4.1 The Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.

The Governing Body also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Governors' Finance & Buildings Committee.

Monitoring the implementation of this policy has been delegated to the Governors' Finance & Buildings Committee.

4.2 Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/Carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
    - The National Curriculum
    - A syllabus for a prescribed public examination that the learner is being prepared for at the school
    - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the learner's parent/carer
- Entry for a prescribed public examination if the learner has been prepared for it at the school
- Examination re-sit(s) if the learner is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered learners to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered learners to other premises where the governing body or local authority has arranged for learners to be educated
- Transport that enables a learner to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
    - The National Curriculum
    - A syllabus for a prescribed public examination that the learner is being prepared for at the school
    - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying learners on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the learner is being prepared for the re-sit(s) at the school **and** the learner fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are 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 learner is being prepared for at the school
- Religious education

- Examination entry fee(s) if the registered learner has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the learner to school or to other premises where the local authority or governing board has arranged for the learner to be provided with education)
- Board and lodging for a learner on a residential visit
- Extended day services offered to learners (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff 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

Any charge made in respect of individual learners will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of learners participating.

Any charge will not include an element of subsidy for any other learners who wish to take part in the activity 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 charge cannot include the cost of alternative provision for those learners who do not wish to participate.

Parental/carer agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of learners, provided that the tuition is provided at the request of the learner's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme

- For a learner who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible. This may include any activity (e.g. school visit), for which the school is not legally entitled to charge parents/carers.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time, excluding those learners entitled to a fee remission (see Section 9 below).

“Optional extra” day and residential trips and activities that are run outside statutory requirements and which take place (predominantly) outside school hours, with charges designed to cover their cost of delivery only.

Vocal and instrumental tuition provided at the request of the parent/carer. The cost of music tuition is subsidised by the school for all learners and is fully covered for learners who qualify for remissions under Section 9 below.

Examination entry fee(s) will be charged for:

- any learner who, in the Headteacher’s judgement, has not prepared themselves adequately by effort or study;
- any learner who, without adequate reason, does not sit an examination for which they have been entered;
- any learner who fails to turn up on time for an examination;
- any learner who, by breach of examination regulations, is disqualified from the examination; and
- any re-sits at the request of the learner/parent/carer, unless the learner is being prepared for the re-sit by the school’;

Any fees levied by exam boards in relation to parental/carer requests to challenge public examination results or to obtain original examination papers on their behalf.

The replacement cost, or cost of repair in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials) by a learner, or repair, or such lower cost as the Headteacher may decide.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits (as defined in 5.3 above):

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit, in accordance with the current Department for Education free school meals eligibility criteria.

The remissions criteria match the eligibility requirements for Free School Meal (FSM) entitlement. The Governing Body strongly encourages any parent/carer who is in receipt of such benefits to claim their FSM entitlement, which could also lead to the provision of additional funding to the school.

No charge will be levied in respect of learners whose parent/carer is in receipt of the above benefits or who qualifies for Pupil Premium funding.

Financial support for parents/carers may be available from various charities (e.g. The Chairman's Trust/Dr Robert Oldfield Charity), towards the cost of educational activities and equipment/clothing etc. The school may be able to offer limited financial support towards the cost of certain non-statutory school organised trips / activities, which take place outside school hours, for Pupil Premium learners only. No financial support is possible, from the school, towards recreational-type visits e.g. skiing trips.

10. Monitoring arrangements

The school's Strategic Business Leader monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the school's Strategic Business Leader on an annual basis.

At every review, the policy will be approved by the Governors' Finance & Buildings Committee.