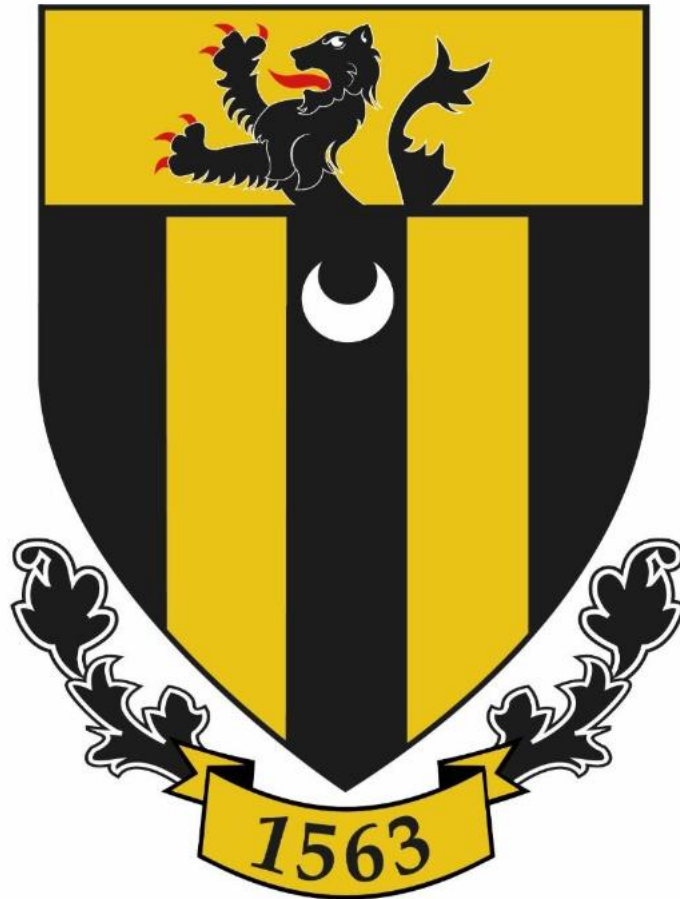


Sir Roger Manwood's School



Charging and remissions policy

Date of approval: January 2026

Next review: January 2029

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 pupils 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. Academies are required to comply with this Act through their funding agreements.

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

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 board

The governing board 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 board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance and Premise Committee.

Monitoring the implementation of this policy has been delegated to the Head Teacher.

4.2 Headteachers

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 that 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 pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have 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 pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils 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 the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil 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 pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (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 pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the anticipated number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge beyond the initial charge.

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

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 pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil'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 pupil 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 that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- Transport on trips
- Admission charges e.g. for special events at School
- Certain activities in school hours that are not deemed to be a requirement of the curriculum
- Sports activities

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:

Trips and Visits

The School may request parental contributions for all trips and visits relating to courses approved by the school and followed by students. If not enough parental contributions are received to cover the cost of the trip/visit then it will not go ahead.

The School will charge for trips and visits which are not part of the school curriculum and outside the school day, i.e. optional extras.

The School will have clear procedures to enable payment by instalments as appropriate.

A fair, objective and transparent procedure for allocating places in case of over-subscription will be published. Wherever possible, a 'first come, first served' payment system will be avoided as it may favour some pupils more than others.

Any surplus at the end of a trip that equates to £10 or more per student will be refunded to parents. If the surplus equates to less than £10 per student, the money will be retained by the school to support potential shortfalls in educational trips that otherwise may not go ahead.

Student's Work

A charge may be made for materials for those students wishing to keep their work produced in the design technology and art departments.

The governors have considered the environmental and financial implications of unlimited access to computer printing facilities throughout the school. It has been decided that students will be given a free allocation of the printing and will be charged if they exceed this allocation. Details of costs will be displayed in ICT classrooms.

Hire/Deposit Charges

Some departments operate a deposit charge for sixth form text books. This money is returned to students when the books are returned to the department paid via the School Gateway.

Examinations

The School's Examinations Policy outlines how the school manages requests from students who wish to sit a non-curriculum examination or from students who have left the school and wish to return to take examinations. The full cost of the examination fee is recovered from the student and any invigilation costs incurred.

If a student requires a review of marking, the School will charge the exam board fee.

Fee reimbursements might be sought from candidates if they fail to sit an examination, or if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

The school will pay the entry fee for the resit of GCSE Mathematics or English for any Sixth Form student who is allowed, in exceptional circumstances, to progress to A Level studies without having achieved a grade 4..

Music Tuition

Individual 1:1 tuition is provided by independent peripatetic music teachers who charge a fixed fee directly to student parents participating.

Private music exams are organised through the ABRSM and are charged according to ABRSM fee structures.

Damage / loss to school property

A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair or such lower cost as the Headteacher may decide.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing facilities. The scale of charges is determined annually by the School Business Manager.

Other charges

The Headteacher or Governing Board may levy charges for miscellaneous services up to the cost of providing these services, for example, providing information under a Freedom of Information request.

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 who have a child eligible for free school meals (either now or within the last six years) or who is in receipt of a sixth form bursary, may be eligible for financial help from the School if the trip is a compulsory part of the School curriculum.

In addition, help with paying voluntary contributions and other listed charges may be available in circumstances which will be advertised within each individual trip letter.

Parents are invited to come to speak confidentially with the Headteacher if they feel they may be eligible for financial help, and if they have concerns about their ability to pay for charge or make a voluntary contribution.

10. Monitoring arrangements

The Head Teacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager every 3 years.

At every review, the policy will be approved by the Finance and Premise Committee