



**THOMAS ALLEYNE'S HIGH SCHOOL**

# **Charging & Remissions Policy**

Approved/reviewed by	
Managing & Resources Committee – October	
Date of next review	<b>October 2025</b>

## **Charging and Remissions Policy**

### **Aim**

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

### **Responsibilities**

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and Governing Body

### **Definitions**

**Community Facilities** – activities which the governors do not feel are of direct educational benefit to children at the school

**Extended school provision** – provision of childcare outside the standard school day where it is optional as to whether or not the child attends

**External Lettings** – letting to an organisation other than the school

**Remission** – where a charge is not payable, either in full or in part

**Sinking Fund** – a reserve put aside over a number of years to pay for major maintenance or renewal costs

### **Prohibition of Charges**

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- tuition for students learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the student, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the student has been prepared for it at the school;

- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip;
- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

## **Charges**

The following will be charged

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
  - (vi) contribution to costs of ParentPay transactions - 1% of trip income is charged to trip regardless of method of payment
- (c) individual or group tuition in the playing of a musical instrument or voice coaching
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by students. See Appendix 1.
- (h) extra-curricular activities and school clubs

- (i) Letting of the school premises or grounds
- (j) Extended school care activities such as breakfast club, after school club, holiday clubs and “wrap around” nursery provision
- (k) Charges for materials or ingredients where the students wish to have the finished product
- (l) Cost of transport to take part in work experience
- (m) Cost of other items bought from the School Shop including school uniform, books and equipment.

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a student activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including: Services (heat & light):  
Staffing (security, caretaking & cleaning) Administration  
Wear & tear (sinking fund)

## **Remissions**

Children whose parents who can prove they are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

(a) Income Support

(b) Income Based Job Seekers Allowance

(c) Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the financial threshold for the current year. Anyone receiving Working Tax Credit, or if with a partner who receives it will not qualify, regardless of income.

(d) Support under part VI of the Immigration and Asylum Act 1999

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, or the syllabus for religious education.

### **Pupil Premium**

If a student is on the Pupil Premium register, consideration will be given to providing funding for activities or trips from the Pupil Premium fund. Staff or parents should apply to the Pupil Premium Co-ordinator who will consider all applications for financial support according to individual merit and the funding available.

### **Voluntary Contribution**

Parents will be invited to make a voluntary contribution for the following:

- a) School visits which take place within school hours, but no student will be excluded from the visit if unable to contribute. Trips may be cancelled if contributions fail to reach the required level.
- b) Basic text books are provided, but teachers may suggest that students purchase additional texts or books.
- c) Additional resources may be suggested (e.g. calculators,) which may be of use to students after the course has been completed.
- d) Students who wish to replace Link Books which they have lost will be charged the cost of replacement.
- e) The school invites parents/carers to make a voluntary donation at any time towards the cost of events such as leavers' days, whole school activities outside of the curriculum or specific projects.

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and

b) that registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any student whose parents/guardians are unable to pay may not be included in the charge to other students but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

## Appendix 1

### **Schedule of Charges / Contribution towards Costs**

Refill of fire extinguisher - £30.00

Setting off fire alarm £25.00

Chair broken £20.00

Table broken £30.00

Small window internal £25.00

Small window external £35.00

Large window external £50.00

Lost or damaged books – actual cost of replacement.

Graffiti – dependant on value of the item, damage caused and cost to remove Property damaged that can be made good by caretaking staff will be charged according to time and materials taken to repair.

Damage done wilfully and with intent will be charged at actual cost not as contribution – e.g. kicking in doors and windows.

Damage to school equipment such as PC, Laptop, TV, DVD etc. will be cost of the repair or replacement if proved wilful.

All of the above will be charged direct to parents/carers by way of invoice.

Where payment is not forthcoming, Thomas Alleyne's High School will take whatever action is necessary under our Debt Recovery Policy to recover charges.