Wadham School

# Charging and Remissions Policy

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| Who is Responsible? | Governing Body |
| Statutory Policy? | Yes |
| Review Timescale | Yearly |
| Approval Date | 25.09.26 |
| Next Review | July 2027 |

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Role: Chair of Governors
Date: 25.02.26

## Introduction

This policy is designed to give guidance to school leaders, staff, students and parents / carers in relation to charging for activities and any remissions therein.

It will determine whether an activity is part of an entitlement linked to the curriculum or an optional activity for which a voluntary contribution should be requested.

It will also determine instances in which remission of payment will operate and instances when financial assistance may be given if requested. This policy has been produced in accordance with the advice issued in May 2018 by the DfE.

## Principles

In general, Wadham School will only charge for activities that are either outside school hours or not part of the national curriculum. Each category of possible charge is considered separately below along with the circumstances in which a remission of a charge would be considered.

There are certain types of activities for which the school cannot charge. These are:

- An admission application by a potential student
- Education provided during school hours (including the supply of materials, books, instruments or other equipment)
- Education provided outside of school hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that a student is being prepared for at the school, or part of religious education.
- Instrumental or vocal tuition for students learning individually or in groups, unless the tuition is provided at the request of the student's parents / carers.
- Entry for a prescribed public examination, if the student has been prepared for it at the school.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

The school can charge for:

- Materials, books, instruments and other equipment where a parent / carer wishes their son / daughter to own them.
- Optional extras (detailed below)
- Music and vocal tuition in limited circumstances (detailed below)
- Community facilities

## Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Optional extras are:

- Education provided outside of school hours that is not part of the national curriculum or part of a syllabus for a public examination that the student is being prepared for at the school, or part of religious education.
- Examination entry fee if the student has not been prepared for the examination at the school.
- Transport that is not required to take a student to other premises or a school

where the local authority or governing body has arranged for education to be provided.
- Board and lodging on a residential trip.
- Extended day services offered to students i.e. after school clubs.

The optional extras detailed above may include charges for the following if they are within the categories mentioned above:

- Materials, instruments and equipment provided in connection with an optional extra.
- Cost of buildings and accommodation
- Non-teaching staff costs
- Teaching staff employed purely to provide an optional extra, including supply staff (if employed purely to provide an optional extra)
- Teaching staff employed to provide music tuition where the playing of an instrument or vocal tuition is an optional extra.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

It will not include an element of subsidy for any students wishing to take part in the activity whose parents / carers are unwilling or unable to pay the full charge.

No charge may be made for supply teachers to cover teachers who are absent from school due to accompanying students on a residential visit.

No charge can be made to subsidise the cost of providing alternative arrangements for students not wishing to take part in the activity.

Parental agreement is necessary for the provision of an optional extra where charges will be made.

## Voluntary Contributions

Nothing in legislation prevents the school from asking for voluntary contributions for the benefit of the school or any school activities.

However, if the activity cannot be funded without voluntary contributions, this should be made clear to parents / carers at the outset.

It must also be made clear that there is no obligation to make a contribution.

No student will be excluded from an activity on the basis that their parents / carers are unwilling or unable to pay. If insufficient voluntary contributions are received or the school cannot fund it from some other source, then the activity will be cancelled. The basis for allocating places on trips will also be made clear at the outset.

Wadham School will ensure that when making requests for voluntary contributions, parents / carers do not feel pressurized into paying.

## School Trips

- Day Trips – No charge will be levied in relation to day trips that take place during school hours and are part of the national curriculum, but voluntary contributions may be requested.

- Residential Trips – Charges can be raised for board and lodgings as long as this does not exceed the actual cost. Parents in receipt of the following benefits may be exempt from paying this cost:

    1. Universal Credit – (household income must be £7400 a year or less, after tax, and not including any benefits you get)
    2. Income-related Employment and Support Allowance
    3. Support under part VI of the Immigration and Asylum Act 1999
    4. The guaranteed element of the State Pension Credit

    Charges relating to transport will also be raised as per optional extras above if appropriate.

    The school cannot charge for:

    1. Education provided on any trip that takes place during school hours.
    2. Education that takes place on any trip outside school hours if it is part of the national curriculum or part of a syllabus for a public examination that the student is being prepared at school to take, or part of religious education.
    3. Supply teachers to cover the absence of teaching staff accompanying students on a residential trip.

## Examination Entries

A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.

A charge will be levied in respect of examination entries for students where the school has prepared the student for the examination but considers that for educational reasons the student should not be entered, and the student's parents / carers wish the student to be entered.

A charge will be levied for students re-sitting an examination, if it is not the school's decision to re-enter the student or there is no valid reason why the student was unable to take the earlier public examination.

A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee. This includes instances where students fail to attend an examination for which the school has paid the entry fee.

A charge may be levied when a student is entered for a public examination after the deadline for entries has passed and a late fee is payable to the appropriate examinations board.

In all the above, the charge levied will be the actual cost of the examination plus an administration charge of £7.50. However, when a student / member of the public sits an examination at Wadham but has been prepared for the examination elsewhere a charge equal to the actual cost of administering that exam may be levied.

## Transport

The school cannot charge for:

- transporting students on roll to and from the school premises where the Local Authority has a statutory obligation to provide transport.
- transport that is required to meet an examination requirement when the student has been prepared for the examination at the school.

## Materials and Textbooks

Where a student or parent / carer wishes to retain any items produced as a result of Art or Design and Technology teaching, a charge may be levied for the cost of the materials used.

In the case of Food Technology, students usually provide their own ingredients, but if the student forgets, the school will seek to provide the necessary ingredients but may levy a charge equal to the cost of purchasing the items.

Textbooks are provided free of charge in Years 7 – 11. Additional revision guides are available from the School Uniform Shop for purchase.

## Music Tuition

The school levies charges in respect of individual music and vocal tuition and group tuition, provided that the tuition is at the request of the student's parents / carers.

Charges will not exceed the cost of the provision, including the cost of staff providing tuition.

Charges cannot be made if the teaching is an essential part of the national curriculum.

No charge will be made in respect of a student who is looked after by the local authority.

## Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the national curriculum or RE, or that form an essential part of the syllabus for an approved examination.

If a student is prepared outside of school hours for an examination that is not approved by the school, a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge will be levied up to the value of the actual cost of offering the activity.

## Damage / Loss to Property

A charge will be levied in respect of damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be on a sliding scale where 100% of the cost of repair or replacement may be charged if the action that resulted in the damage, neglect or loss was willful or malicious.

If, however, the action is deemed to have been accidental, a charge of 50% of the cost of repair or replacement may be levied. Where possible, evidence to support the charge should be produced to support the invoice sent to parents / carers.

It is at the discretion of the Headteacher whether charges in these circumstances are waived or reduced.

A charge will be levied in respect of willful 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 will be equal to that recharged to the school unless the Headteacher decides a lower charge is appropriate.

## Other Charges

The Headteacher, Finance and Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

## Remissions Policy

If a student is in receipt of free school meals, charges in respect of board and lodging on residential trips may be waived as long as the school is in receipt of Pupil Premium funding for that student. Board and lodging remission for those parents / carers in receipt of certain benefits are detailed above within the section on Residential Trips. Parents / carers will be notified of any request for payment for trips, activities or resources that if they have difficulty financing such requests, they should contact the School Finance Manager to discuss alternative payment arrangements.
Whenever possible steps will be taken to arrange a payment plan that is appropriate to the needs of the family. However, if a family has a poor credit history with the school, this may be taken into account.

The Headteacher, Finance and Resources Committee or Governing Body may remit in full or part charges in respect of a student, if they feel that it is reasonable in the circumstances.

The Headteacher, Finance and Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if they feel it is reasonable in the circumstances.