



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

School Policy 34 – Charging and Remissions

This policy is the responsibility of the Full Governing Body.

The person in the school who prepares the text of this policy for the Governors is the School Business Manager.

This policy was reviewed in March 2026 - to be reviewed every 3 years.

Introduction

This policy sets out the Governor's policy for charging. It describes the types of activity that will be charged for and explains when charges will be made.

Rationale: Aims and Scope

- To clarify the circumstances in which the school would normally charge for activities, as well as the circumstances in which there would be a remission of charging.
- To make explicit the governor's support for activities that form part of the curriculum
- To set out a reasonable and fair approach to charging for activities

Responsibilities

The school governing body has overall responsibility for:

- Maintaining the policy
- Annual review of the policy

The school finance department is responsible for working with parents, trip leaders, and Heads of Year to ensure that the policy is carried out appropriately and sensitively. The School Business and Development Manager will report annually to governors on the policy in order to inform their annual review.

Principles

The Governing Body affirms that there will be no charge for activities which form part of the curriculum or form part of the course for specified examinations. However, the Governing Body recognises the valuable contribution that the wide range of additional activities, including visits and residential experience can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing Body will not normally make a charge to parents for activities wholly or mainly within school hours, but parents may be asked to make a voluntary contribution to school costs. Pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made, the activity may have to be cancelled. The Governing Body will levy a charge in the following circumstances:

- a. The board and lodging element of residential activities deemed to take place in school hours or forming part. Such activities might include Biology or Geography fieldwork, Duke of Edinburgh Award expeditions.
- b. The full cost of activities deemed to be optional extras taking place wholly or partially outside school hours. Such activities might include visits to the theatre, visits to museums, etc.

- c. The cost of materials, ingredients and equipment (or the provision of them by parents or carers) for certain subjects, for example Technology, providing the parents/carers have indicated in advance that they wish to own the finished product.
- d. The cost of entering a pupil for an examination which is not prescribed by the DFE, or for the re-taking of an examination for which the school has not prepared the pupil, or for entering a pupil for a prescribed examination for which the pupil has not been prepared by the school, or where the Governors, on the advice of the Headteacher, decide the pupil should not be entered.
- e. Where a pupil has been entered for an examination and the entry fees have been paid by the school, the Governing Body reserves the right to recover these fees from the parents/carers if the pupil, without good reason, fails to complete the examination requirements.
- f. Where the school suffers damage or school property is damaged or lost, the Governing Body reserves the right to recover the full or part cost of making good the damage or loss from the parents/carers of pupils. This right may be exercised whether the damage or loss was caused by deliberate vandalism or by negligence.

The Governing Body does not wish any pupil to be denied educational opportunity because of the lack of funds. The Governing Body will therefore remit all or part of the charges as indicated below:

- i) Full remission of all board and lodging charges for activities set out in 'a' above for all pupils whose parents/carers are in receipt of the following benefits (see below). Parents/carers will be asked to provide appropriate proof to obtain remission, such as:
 - Income support
 - Universal Credit (provided you have an annual net earned income of no more than £7400, as assessed by earnings from up to three of your most recent assessment periods)
 - Income-based job seeker's allowance
 - Support under Part VI of the Immigration and Asylum Act 1999.
 - The guarantee element of state pension credit
 - Income-related Employment and Support Allowance
 - Child tax credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16190)
- ii) In other circumstances there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. In such circumstances if a parent/carer writes in confidence to the Deputy Head (Pupil Support) he/she will consider a part remission of the charge for the activity.

The document refers to the school day. Timings are:

8.45am – 3.15pm	Normal school day
3.15pm – 5.00pm	Twilight classes when offer

