Charging and Remissions Policy

Kesteven and Grantham Girls' School

Approved by:	Resources Committee Full Governing Body	**Date:** 29 September 2026 20 October 2026
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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 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 also incorporates The Charges for Music Tuition (England) Regulations 2007.It is also informed by DfE guidance on statutory policies for schools and academy trusts.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 Resources Committee.

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 which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate information and 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
- 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 has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil 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
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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 wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- 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
- Re-scrutiny of exam result or return of script

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 local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit

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 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.

Any charge will not include the cost of supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

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 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 pupils, provided that the tuition is provided at the request of the pupil's parent.

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

6.4 Residential visits

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

Where a residential visit forms part of the National Curriculum, we will not exclude a pupil because their parent/carer cannot, or refuses to, pay or make a contribution towards the board and lodging charge. We will consider whether costs can be met from school funds or fundraising and seek to reach an agreement so that the pupil can still participate. In some circumstances, it may be necessary to cancel the visit if insufficient funding is available.

When informing parents/carers about a residential visit, we will make clear that those in receipt of qualifying benefits may be entitled to remission of board and lodging charges

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.

Some activities for which the school may ask parents/carers for voluntary contributions include educational visits, enrichment activities, curriculum enhancement activities and practical subject resources.

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. All pupils will be given an equal opportunity to participate regardless of whether a voluntary contribution is made.
When requesting voluntary contributions, the school will make clear whether an activity can only proceed if sufficient contributions are received. If insufficient funding is secured and no alternative funding source is available, the activity may be cancelled.

The school will ensure that requests for voluntary contributions are made in a manner that does not place undue pressure on parents/carers to contribute.

8. Activities we charge for

The school does not currently operate any regular chargeable activities beyond those detailed in Section 6 of this policy. Where charges are applied, they will be made in accordance with the provisions of this policy and will be communicated to parents/carers in advance.

Examples of activities for which charges may be made include:

• Instrumental and vocal music tuition provided at the request of parents/carers.

• Examination re-scrutiny services and the return of examination scripts.

• Board and lodging costs associated with residential educational visits.

• Optional educational visits and activities that take place wholly or mainly outside normal school hours.

• Materials or ingredients for practical subjects where parents/carers have indicated a wish to own the finished product.

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:

- • Universal Credit.
- • Income-related Employment and Support Allowance (ESA).
- • Support under Part VI of the Immigration and Asylum Act 1999.
- • The guaranteed element of Pension Credit.
- Children eligible for Free School Meals (FSM) will also be eligible to have the cost of board and lodging remitted on residential visits. This includes pupils already known to the school as eligible for FSM.
- Where a pupil becomes newly eligible for Free School Meals after payment has been made but before the visit takes place, the school will refund any board and lodging charges already paid.

The Governing Board reserves the right to consider applications for remission in exceptional circumstances where financial hardship would otherwise prevent a pupil from participating in an educational activity.

9. Monitoring Arrangements

- The Academy Business Leader (ABL) monitors charges and remissions and ensures these comply with this policy.
- This policy will be reviewed by the Academy Business Leader every year.
- At every review, the policy will be approved by the governing board.

10. Configuration History

Version:	Date:	Author/Role	Summary of Change/Reason for Update
5.0	September 2021	Mrs J Harrison (Bursar)	Policy Review
6.0	March 2022	Mrs J Harrison (Bursar)	Policy Reformatted and incorporated with Financial Procedures
7.0	October 2023	Mrs J Harrison (Bursar)	Policy Reformatted using the Key Pro Forma (separated from Financial Procedures)
7.0	September 2024	Mrs S Macpherson	No changes
7.1	September 2025	Mrs C Hausermann (ABL)	Policy Review
8.0	September 2026	Mrs C Hausermann (ABL)	Policy Review