



Cardinal Langley RC High School

Charging & Remissions Policy

Policy Type:	Statutory: https://www.gov.uk/guidance/governance-in-maintained-schools/statutory-policies-for-maintained-schools
Review Frequency:	Recommended annually
Agreed Frequency	Annually
Implementation/Approval:	Governing Board is free to delegate
Delegated to:	Resources Committee
Policy reviewed by:	Mrs A McPartland - School Business Manager
	Mrs M Moore – Sponsor Governor
Last Reviewed/Approved:	Adopted February 2012; Last reviewed January 2025
Date of Next Review:	Spring 2026

Introduction

The Governing Board recognises the valuable contribution that a wide range of additional activities, including practical activities, trips and residential experiences, can make towards a pupil's education and personal development. The Governing Board aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional, optional activities.

This policy sets out the details of the items the governing board intends to charge for, and a remissions policy giving details of when these charges are reduced, waived or reimbursed.

Legislation

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The Governing Board endorses the principles contained in the Act, in particular that no child should have their access to the curriculum limited by charges. Refer also to the DfE advice on [Charging for school Activities](#).

Education Provided Within School Hours

Education provided for registered pupils is free of charge if it takes place wholly or mainly during school hours. School hours are when a school is actually in session, not including the break in the middle of the day. This means that neither the pupil nor their parents or carers may be required to pay for or supply any materials, books, instruments or other equipment for use in connection with education provided during school hours, except where parents have indicated in advance their willingness to purchase the products for a pupil to own. An exception applies for tuition in relation to singing or playing a musical instrument (please refer to the music tuition section).

Charges will not be made for any activities which form part of National Curriculum requirements. No charge can be made for education during school hours.

Is an activity in or out of school time?

If the time spent on education sessions in an activity that falls in school hours is equal to or greater than 50% then the whole activity will be treated as within school time. For residential trips, if the number of education sessions is equal to or greater than 50% of the number of half days spent on a trip it is deemed to have taken place during school hours (even if some of the activities take place in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' for this calculation is defined as any period of 12 hours ending with noon or midnight on any day.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and 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 and refunds will be given.

Optional extras

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

Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Participation will be on the basis of parental choice and a willingness to meet such charges as are made.

Any charge made in respect of individual pupils may include an appropriate element for the following:

- a pupil's travel costs
- a pupil's board and lodging
- materials, books, instruments and other equipment
- provision of buildings and accommodation used in connection with the provision of the optional extra
- non-teaching staff costs
- entrance fees to museums, theatres, etc.
- music exam fees
- insurance costs

Any charge made in respect of individual pupils should not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

The costs (or proportion of costs) of teaching staff involved in optional extra activities may only be passed on through charges if: -

- they are engaged specifically for the purpose of providing the activity
- they are employed by the school to provide instrumental music tuition
- they are teachers (or supply teachers) already employed by the school, who have been engaged on a separate contract for services to provide the optional extra.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

[The Charges for Music Tuition \(England\) Regulations 2007](#) set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition.

The regulations make clear that charging may not be made if the teaching is an essential part of the national curriculum. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(I) of the Children Act 1989).

Individual/group instrumental tuition remission of charges: Attraction of Pupil Premium funding is the criterion for remission of charges. Lessons will be charged at 50% of the cost paid by pupils not attracting Pupil Premium funding.

Transport

Any transport provided in school hours to carry particular pupils between the school and any other place where education is to be provided must be provided free of charge. However, if a pupil makes use of transport not provided by the school to travel direct from home to an activity sanctioned, though not provided by the school, through parental agreement to this use, then parents may be asked to meet the cost of such travel. An example of this would be travel direct from home to work shadowing and vice versa.

Where the sole cost of a trip is purely transport, a voluntary contribution will be requested.

Education Provided Out of School Hours

Where education is provided out of school hours, charging for education is permitted, except where the education is provided:

- a) to fulfil any requirements specified in the syllabus for a prescribed public examination; or
- b) specifically, to fulfil statutory duties relating to the National Curriculum;
- c) to fulfil duties relating to Religious Education.

In these cases, the only charge that may be made is for board and lodging on a residential trip (refer to the section: Board and Lodging on Residential Visits).

Board and Lodging on Residential Visits

Board & lodging on residential visits may be charged for whether or not the visit takes place within school time and whether or not the activity is provided to fulfil the requirements of the syllabus of a prescribed public examination; or of the National Curriculum; or to fulfil statutory duties relating to religious education.

The cost will not exceed the actual cost of provision.

Board & lodging remission of charges: Parents of children currently eligible for free school meals will be exempt from paying the full cost of board and lodging for their child on residential visits.

Books and Equipment

The school may charge for:

- the cost of replacing lost or damaged books or equipment.
- the cost of any materials, books, instruments, or equipment, where the child's parent wishes him or her to own them.

Art, Design and Technology Provision

The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

Examinations

The governing body is required to enter a pupil for each examination in a syllabus for a prescribed public examination for which the pupil has been prepared and pay the examination entry fee. A pupil is regarded as having been prepared for the syllabus at the school if the school has provided any part of the necessary preparation. The requirement to enter a pupil may only be lifted where, in the opinion of the Governing Board, there are educational reasons for not entering the pupil.

The school may charge a fee to parents for examination entries only where:

- The school has not prepared students for the examination or resit in the year for which the entry is made and the parent's agreement for examination entry has been received; or
- The student has failed, for no good reason, to complete the requirements of the examination or to attend for it.

Damage/Loss of Property

Deliberate damage to the school buildings or school property will be charged to parents/carers at the full cost of repairs/replacement in respect of wilful damage, neglect of or loss of school property (including premises, furniture, equipment, books or materials).

Payment collections

Payments are collected using ParentPay which is an online platform. All students are registered with ParentPay and all payments for anything listed above is done through this method. ParentPay charges 1.275% per transaction for the provision of service, which is incorporated into the cost of the activity. If parents are not able to use ParentPay, they can request a barcode from the school to be able to pay at their local PayPoint store: <https://consumer.paypoint.com/>



Remissions

Remissions are circumstances where, either statutorily or through the direction of the Governing Board, schools will meet (in whole or in part) any charge payable under the above charging policy for a registered pupil at the school. Financial assistance may be given in other cases of hardship at the Headteacher's discretion, and where funds allow.

The cost of activities should not exceed the actual cost of provision. Any residual funds in excess of £2.50 will be returned to the payer.

Any residual funds that do not meet the threshold for reimbursement will be transferred to Angie's Fund, which can provide financial assistance in cases of hardship, at the Headteacher's discretion

Policy Approval:

Signature of Headteacher:		Date:	04.02.2025
Signature of Chair/Vice-Chair of the Resources Committee		Date:	04.02.2025