



**TOWNSEND**  
CHURCH OF ENGLAND SCHOOL

## Charging and Remissions Policy

|   |                      |   |                     |
|---|----------------------|---|---------------------|
| <b>Last reviewed</b>                                      | <b>February 2025</b> | <b>Next review</b>  | <b>January 2026</b> |
| <b>Review period</b>                                      | <b>Annually</b>      | <b>Reviewed by</b>  | <b>FGPC</b>         |
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## 1. Aims

At Townsend, our vision 'Achievement For All, Respect For All' is underpinned by the concept of 'Love your neighbour' from the story of the Good Samaritan, Luke 10:25-37. We value everyone, and show love and respect for ourselves and others, setting high standards and supporting each other so that we can all flourish. The concept of 'love your neighbour' is taught in three strands:

1. Love your neighbour – treat others as you would wish to be treated yourself
2. Love yourself – self-care is important, look after yourself physically, mentally and spiritually
3. Love the journey – whether academic or personal, Townsend supports everyone's journeys to enable you to flourish individually and collectively

Townsend Church of England 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.

## 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 headteacher.

Monitoring the implementation of this policy has been delegated to the Finance and General Purpose Committee.

### 4.2. Headteacher

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

The school will provide staff with appropriate 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. We will not 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/carer
- 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 (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

#### **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. What we will charge for**

#### **6.1. Education**

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Music and vocal tuition, provided at the request of the parent/carer (see section 6.2)
- Optional extras (see section 6.6)

## **6.2. Music tuition**

Specialist music tuition can be charged for, whether provided within or outside of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required as part of the national curriculum.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges will not be made if the teaching is an essential part of the national curriculum, if the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme or for a pupil who is looked after by a local authority.

## **6.3. Residential visits**

We will charge for board and lodging on residential visits, but the charge will not exceed the actual cost. Voluntary contributions may be requested to cover other elements of the visit e.g. for transport and activities.

## **6.4. Broken equipment and lost/damaged texts**

We will charge students and/or their parent/carer for the costs of repairs or replacement items where these have been damaged or lost as a result of misconduct on the student's part

We will charge for texts where the student wishes to own the text or the text has been lost or damaged.

We will charge for the loss or damage to iPads where these have been damaged or lost as a result of misconduct on the student's part.

## **6.5. Locker keys**

We will make a one-off nominal charge for the use of a locker. Lost locker keys/padlocks will incur a charge for their replacement.

## **6.6. 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 or if the pupil fails, without good reason, to complete the requirements of any public examination where the school originally paid, or agreed to pay, the fee.
- Examination remarking. If the student or their parent/carer consider it to be in the best interest of the student to request that an exam is remarked, any fees must be covered by the student or their parent / carer. If the awarding body changes the overall grade, the school will not be charged by the awarding body and the student or parent/carer will have their fee returned.
- Transport (other than transport noted in section 4 above).
- Board and lodging for a pupil on a residential visit (note that a voluntary contribution may be requested to cover other elements of the trip)
- The full cost of a trip deemed to be an 'optional extra', which falls wholly or mainly outside of school hours, does not form part of the National Curriculum or the statutory requirements for religious education and is not part of a syllabus towards a prescribed public examination.

- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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.

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating students. The School will not charge a subsidy for any students wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

## 7. Voluntary contributions

The school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. Activities for which the school may ask parents for voluntary contributions include school trips, ingredients and materials for technology classes

**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. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.**

## 8. 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.

### 8.1. 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:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)

- Working Tax Credit run-on (this is paid for 4 weeks after an individual stop qualifying for Working Tax Credit)
- Universal Credit (the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year - after tax and not including any benefits)

Students whose families are in receipt of these benefits will normally also be eligible for free school meals and should apply via the [Hertfordshire County Council online application process](#).

## **8.2. Remissions for music fees**

Hertfordshire County Council operates a remission policy in relation to individual music tuition. Details can be obtained from the school.

## **9. Monitoring**

This policy will be reviewed by the Finance and General Purpose committee every three years.