

# LUTTERWORTH HIGH SCHOOL



## Charging and Remissions Policy

Reviewed by	Personnel and Finance Committee 25/11/2025
Adopted	By the Governing Board – 09/12/2025
Signed	Chair of Governors: Carmella Hunt
Date	09/12/2025
Signed	Headteacher: Julian Kirby
Date	09/12/2025
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Policies linked to:

## **CHARGING & REMISSIONS POLICY**

The charging and remissions policies adopted by the governing body ensures that statutory requirements are met and is intended to reflect the general principles of the Education Act which identifies activities for which:

- 1) Charges will not be made
- 2) Charges will be made
- 3) Charges may be waived

### **Voluntary contributions**

The school will seek voluntary contributions for any activity in order to benefit the school or support a school activity whether during or outside school hours, residential or non-residential and including inviting parents to pay for materials or ingredients where they wish to own the finished product. However, all requests for voluntary contributions will emphasise their voluntary nature and the fact that students of parents who do not make such contributions will be treated no differently from those who have. Such contributions will be genuinely voluntary.

There is no limit to the level of voluntary contributions which parents or others can make to school activities, nor is there any restriction placed on the use which can be made of such contributions, provided they are used for the purpose specified in the request for them. They could, for example, be used to subsidise students from low-income families, or the cost of travel for accompanying teachers.

The Law says that:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because the parents are unable to pay.
- If insufficient contributions are raised the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

### **Education Provided Within School Hours**

Education provided by any Academy for its registered students should be free of charge if it takes place wholly or mainly during school hours, school hours being those hours when a school is actually in session and not including the break in the middle of the day. This means that neither the pupil nor his or her parents or guardian may be required to pay for, or to supply, any materials, books, instruments or other equipment for use in connection with education provided during school hours.

### **Education Provided Out of School Hours**

Where education is provided out of school hours, charging 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 or for residential trips.

### **Materials, Books, Equipment**

Whilst charges cannot be made for such items if they are a requirement of the curriculum, such items are available to purchase at cost if parents wish for their children to have their own items that can be used at home, as well as in the classroom.

### **Music Tuition**

The main exception to the principle of free education, which the law allows is that a charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement must be obtained before a pupil is given that tuition.

### **Activities run by a Third Party**

The Act permits an organisation other than the governing body to levy a charge directly on parents for activities organised in school hours by a non-school organisation. The school will not be involved in collection of charges on behalf of the third-party organisation.

Where students are granted leave of absence to attend these activities it would be for parents and any staff members similarly released to satisfy themselves about the adequacy of the arrangements made by the third party to secure the safety and welfare of the children.

### **Charging Policy**

If a charge is made for each student, it should not exceed the actual cost. If further funds are needed for additional costs e.g. to help hardship cases this must be by voluntary contributions or general fund raising.

### **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.

Charges for board and lodging must not exceed the actual cost to the student. They must not, for example, include any element representing a share of the costs of staff accompanying the visit. (This may, however, be covered by voluntary contributions.)

Governors will, as a statutory minimum, offer a subsidy to any charges for board and lodging in the case of students whose parents are in receipt of Free School Meals, Income Support or Child Tax Credit etc. where the activity is deemed to take place in school hours.

### **'Optional extra' Activities**

'Optional extra' activities are those which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not

required in order to fulfil statutory duties relating to the national curriculum or to religious education.

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 students may include an appropriate element for the following: a student's travel costs; a student's board and lodging; materials, books, instruments and other equipment; non-teaching staff costs; entrance fees to museums, theatres etc; insurance costs.

It should be noted that any charge for an 'optional extra' activity, as distinct from a request for a voluntary contribution, should not exceed the actual cost of providing that activity, divided equally by the number of students willing to participate. It may not, therefore, include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

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

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

### **School Minibuses or transport provided by the LA**

Any transport provided in school hours by the LA or the Academy to carry particular students between parts of the school's premises or between the school and any other place where education is to be provided by the LA or the Academy must be provided free of charge. However, if a pupil makes use of transport not provided by the LA or school to travel direct from home to an activity sanctioned, though not provided by the LA or the school, then parents may be asked to meet the cost of such travel. An example of this would be travel direct from home to work experience and vice versa.

### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as craft or food technology, must be budgeted for and borne by the school. Parents who are willing to contribute in cash or kind can however be encouraged to do so on a voluntary basis.

Students must not be treated differently according to whether or not materials are being provided by their parents. The governors' charging policy should make their policy on this clear. It should be recognised that much of the practical work in craft or food technology is of an investigative nature and will not necessarily result in a "finished product", however this is an essential part of the learning process.

### **Breakages and Fines**

There is nothing to prevent schools from asking parents to pay for the cost of replacing a broken window or defaced, damaged or lost textbook where this is the result of a student's behaviour. Parents cannot, however, be taken to court for this money.

### **Refunds – Educational visits**

All initial deposits are non-refundable and this is stated in initial letters to parents informing details of the forthcoming visit.

If a child/parent changes their mind or moves school and withdraws from the trip then no refund can be given. Charges are made by providers upon receipt of the first deposit so the school will be charged in full for the place reserved.