



# Charging & Remissions Policy

**Harrow Way Community School**





## **CHARGING AND REMISSIONS POLICY**

This policy, like all school policies, is to be implemented in accordance with the principles and practice stated in our Equality Scheme.

This Policy complies with [Sections 449 to 462 of the Education Act 1996](#)

### **POLICY STATEMENT ON CHARGING AND REMISSIONS**

#### **Rationale**

This policy, like all school policies, is to be implemented in accordance with the principles and practice stated in our Equality Policy. Although Harrow Way Community School is not a fee paying organisation for day students, nevertheless there are from time to time occasions when a levy needs to be introduced for certain activities to take place. This is normally through the invitation of voluntary contributions towards trips which support the curriculum. The general exception to the rule is for individual or group music tuition.

#### **Purpose**

This policy sets out to clarify the position for staff, students and parents on charging and receiving monies.

The charges involved include funds necessary for the enhancement of the school curriculum, (trips, additional classes etc.), remuneration for materials used in the curriculum and financial liability for damage which occurs to school premises and property.

The school seeks to ensure that no student is disadvantaged as regards their opportunities to participate in and benefit from school activities. Pupil premium funding will be used to support students where appropriate.

#### **Educational Visits**

When organising school trips or visits which enrich the curriculum and educational experience of the students, the school may invite parents to contribute to the cost of the trip. All contributions are voluntary. If sufficient voluntary contributions are not received, the trip may be cancelled. If the trip goes ahead, it may include students whose parents have not paid any contribution. We do not treat these children any differently.

If a parent wishes that their child takes part in a school trip or event, but is unwilling or unable to make a voluntary contribution, that student is still allowed to participate fully in the trip or activity. There may be occasions when the school pays additional costs in order to support the trip or visit. Parents have the right to know how each trip is funded. The School will provide this information on request.



The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums and historical sites;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the Theatre;
- Fieldwork activities;
- Musical events.

Voluntary contributions will be requested for some subjects to fund resources. Appropriate funding will be used for disadvantaged students.

### **Music**

The theory of music and associated practical sessions taken by school staff in school time will not normally attract a charge. However fees will be charged for tuition outside of that provided within the curriculum. Fees can be paid annually in advance or termly in advance (£600 annual fee, £200 termly (for new students). A reduced rate of £420 will be charged for the 25/26 year to students already taking lessons, to encourage them to continue). Students joining part way through a year will be charged on a pro-rata basis. No refunds will be available due to the school's commitment to the music services.

### **Visiting Speakers and Performers**

Where attendance of a speaker or performer is deemed to be part of the curriculum, parents may be asked to make a specific minimum voluntary contribution in order that each occasion is as close to self-funding as possible. However, should a shortfall occur, the school may decide to supplement the cost from the school budget.

Where attendance constitutes an optional enrichment to the curriculum, students' attendance may be subject to a charge so that each occasion is self-funding. If sufficient funds are not forthcoming, the activity may be cancelled

### **Extra-curricular activities**

Musical and other activities for which parents have given their consent in advance are undertaken voluntarily by staff out-of-hours and are provided free of charge.

Where costs are involved, parents may be asked to contribute such that each activity or event is, at a minimum, self-funding. If funds received are insufficient, the activity may be underwritten by the School, or cancelled, at the discretion of the Head Teacher.

### **Residential visits**

The Governing Body will support off-site activities which the Head teacher considers being of good educational value and is complementary to the curriculum. If the school organises a residential visit in school time or mainly school time, which is to provide education directly



related to the National Curriculum, there will not be any charge for the education or travel expenses, although voluntary contributions may be requested. However, the school will make a charge to cover the costs of board and lodging, except where students are entitled to statutory remission. (See Appendix 1)

For activities which take place out of the normal school hours and include costs of hiring trained staff for specialist activities, there will be a supplementary charge in addition to that for board and lodging.

### **Examination Entries**

There will not normally be charge for prescribed public examination entries except where a student, without good reason, fails to complete the course requirements and/or the examination.

Charges may be made for costumes that are required in The Arts for the student's examinations.

### **Loss, Damages or Breakages**

A student is responsible for non-accidental damage or loss to school property, such as books, equipment, windows etc, and this will render the parent liable for the cost of the repair, replacement or restitution. For books; the parent either has to pay for the cost of the book or provide a replacement

In certain circumstances the school may withhold the issue of certificates if debts remain outstanding.

### **Charging in Kind**

The school may charge for, or require the student to supply, ingredients and materials if parents have indicated in advance a wish to own the finished product.

### **Lockers**

Student lockers can be rented:

#### Locker Rentals

Year 7 students 5 years	£20.00
Year 8 students 4 years	£16.00
Year 9 students 3 years	£12.00
Year 10 students 2 years	£8.00
Year 11 Students 1 year	£4.00

(Refunds will be pro-rata based on remaining years.)

Lost keys should be replaced by the student. If not a charge of £4 will be levied for replacement.



## Minibus Hire Charges

The school minibus may be hired at the following rates:

- 1 full day (over 6 hours) - £70
- 2+ full days - £70 for the first day reducing to £60 per day thereafter
- Half day (under 6 hours)

The hirer must have a D1 licence and be covered on their own insurance.

The hirer must ensure that they refill the diesel that has been used and return it with the same amount that was in the tank on hiring.

## Guidance and Interpretation

The [Governance Handbook](#) provides guidance for all schools on charging for School Activities.

In any matter of dispute arising over interpretation, the Governors will be guided by the DfE and the County Council regulations currently in use.

## General considerations

In all cases where costs are involved, the School will endeavour to meet these in respect of students where the parents have personal difficulties, subject to prior agreement with the Head Teacher.

In all cases, references to “parents” include those with parental responsibilities.

## Review of Policy

The Board of Governors maintains the right to review and amend this policy at any time, but no later than the Review Date stated at the end of this document. This policy will be reviewed annually.



## Appendix 1

### **DFE Guidance:**

(Charging for School Activities – May 2018)

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

**Committee responsible for review:** Finance and General Purposes

**Date ratified by Governing Body:** 13/11/2025

**Date of next review:** November 2026