


Excellence, Aspiration and
Care in Partnership

Charging & Remissions Policy

2025.26

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Approved by	Mr Sullivan (CEO)
Signed	
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Charging & Remissions Policy

General Statement

1. The schools will pay the cost of travel and tuition for essential examination board and specified residential activities.
2. Payment will continue to GCSE field studies.
3. Individual and Group Music Tuition will be charged to parents.
4. Charges would be levied for board and lodging for trips organised both in and out of school time.
5. Wilful damage by pupils is chargeable under the legislation and the school will take appropriate steps to recover such costs.

1. Policy Regarding Specific Items, Trips and Visits inside School Hours

Voluntary contributions will be requested from parents for all trips and visits inside school hours unless the trip or visit forms part of a prescribed public examination. No pupil will be disadvantaged if no contribution is made.

2. Activities Wholly or Mainly out of School Hours

The full amount will be charged for trips and visits wholly or mainly outside of school hours unless they are part of a prescribed public examination.

3. Residential Visits

Travel and tuition fees will not be charged for in school time, or out of school time if the activity is related to the national Curriculum or forms part of the syllabus of a prescribed examination.



The full amount of board and lodging on residential visits inside or outside school hours will be charged.

4. Travel from home to a Work Experience Placement and Return

Parents will be expected to meet the cost of such travel.

5. Payment for Materials/Ingredients

At times, pupils will bring home products from such lessons as Catering and Design Technology. Parents will be asked to make a voluntary contribution towards the cost of these materials or ingredients and at times to supply materials and ingredients. No pupil whose parents refuse to make such a contribution or supply ingredients will be disadvantaged.

6. Payment for Books/Equipment which are Damaged, Defaced or Lost

Text books, exercise books, will be issued free of charge, but if defaced, damaged or lost, payments for a replacement will be required. This will also apply to pupils who leave school without returning all books.

7. Payment for damage to school furniture and fittings

In the event of wilful damage to school furniture and fittings including graffiti payments for a replacement and or cleaning will be required in full for the damaged article, exceptions to this are at the discretion of the CEO.

8 Basic Items

Parents are invited to provide their children voluntarily with basic items (such as pens, pencils, rulers, a set of mathematical instruments – eg, compasses, protractor, etc. and a dictionary of suitable size) though no child will be disadvantaged if any or all of these are not supplied.

9. Public Examinations

No charge will be made for one entry per subject for prescribed public examinations. Each entry fee will be recovered from parents if coursework



requirements are not met or the pupil fails to sit the final examination. The full amount will be charged if a parent asks for a result to be re-scrutinised.

The full costs of entering pupils for public examinations not prescribed in regulations and for preparing them for such examinations outside school hours will be charged.

Resits for prescribed public examinations including modular tests will be charged the full amount.

10. Remission

The school receives a grant called Pupil Premium for pupils aged 11-16 who are Looked After or are in receipt of Free School Meals. In order to help improve the educational success of those pupils, families on the Pupil Premium list will have all charges remitted for activities within school hours, together with all activities connected to public examinations outside of school hours providing this is a permitted use of the Pupil Premium. This list of activities for which charges are remitted may include Easter Revision, Music graded exams and exam fees associated with community languages.

For all other trips or activities, including term time voluntary trips, these families are expected to contribute 50% of the cost of the trip and 50% towards any board and lodgings provided there is sufficient funding within the Pupil Premium.

Students aged 16-18 receive the Bursary Fund which should be spent by the student where appropriate on their education. Those students therefore do not get remission.

