Queen Elizabeth's Girls' School
Educating Women of the Future
Founded in 1888

Queen Elizabeth's Girls' School
Policy for
Charging and Remission

POLICY TITLE:	**Policy for Charging and Remission**
STATUS	**Statutory**
REVIEWED BY:	**Finance & Premises Committee**
DATE OF REVIEW:	**October 2026**
NEXT REVIEW:	**October 2027**

1 Introduction

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The trustees also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards students' education and aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

2 The Legal Position

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. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

This policy complies with our funding agreement and articles of association.

a) Sections 449-462 of the Education Act 1996 set out the law on charging for educational activities in maintained schools in England.

The Act explains that:

No charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours (this excludes lunch times);
- out–of-school hours but is part of the National Curriculum;
- for statutory religious education;
- for prescribed public examination prepared for by the school.

b) Examinations

No charge can be made for entry to a public examination on the Secretary of State's prescribed list, except where the student without good reason fails to attend or meet the requirements of the examination (e.g. fails to submit coursework).
Examinations re-sits may not be charged for if the school is preparing the student for the re-sit (but the school is permitted to allow students to re-sit at their own expense at the discretion of the school). The school will also pass on the cost of re-marking an examination paper where the re-mark is requested by the parent or student.

c) Admission

No charge can be made in connection with admission to a state funded school.

d) Finished products

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons) a charge can be made at cost price. The parents must know the charge for the product in advance.

e) Board and lodging

A charge can be made for board and lodging on residential educational visits/activities, but parents who qualify for prescribed benefits and allowances are entitled to a remission of the charges.

f) Transport

Transport to and from home to any activity not provided by, but permitted by, the school, can be charged for (the main example is work experience).

g) Voluntary contributions

Parents may volunteer to pay for any educational activity. The school may request voluntary contributions for visits/activities inside and outside school time (provided it is not an integral part of the delivery of the National Curriculum). However, NO pupil may be excluded from the activity for not having paid the contribution and no child may be charged extra to cover any shortfall as a result of other parents not making a voluntary contribution. If the school may be unable to run the activity if there are insufficient voluntary contributions, this should be made clear at the outset.

h) Permitted charges

The following are permitted charges:

- charges for board and lodging on trips;
- costs of lost, damaged or destroyed school property and breakages;
- any costs associated with individual tuition in the playing of musical instruments whether in or out of school hours (UNLESS it is provided as part of a syllabus for prescribed public examination or is required by the National Curriculum);
- the cost of optional extras provided outside school hours (or mainly outside school hours), but the charge must not exceed the cost of the provision, and parents must agree to their child receiving the optional extra;
- the cost of entering a student for a public examination not prescribed in regulations, and the cost for preparing the student for such an examination out of school hours; and re-sits of prescribed public examinations where no further preparation has been provided by the school.
- the cost of re-marking an examination paper where the re-mark is requested by the parent or student.
- charges for books or equipment where the parent wishes their child to own it (DFE advice is that schools can *ask* for deposits for set texts but it should be made clear to parents that these are voluntary contributions, and that children will not be treated differently where a contribution is not made).

In all cases where a permitted charge is likely to be made the parents **must** be told the amount in advance.

i) Activities partly during school hours

In order to determine whether an activity that is undertaken partly during school hours and partly out of school hours the 50% rule is applied. i.e. if more than 50% of the activity is in school time it cannot be charged for. The Headteacher or the Educational Visits Coordinator (EVC) will be able to advise in individual cases.

3. Other Charges

To actively engage in learning, be ready to learn and be able to learn in many different contexts, it is essential that students have the right basic equipment e.g. pens, pencils, rulers, calculators. Whilst there is no legal or formal requirement for parents to provide these items the school actively encourages parents and students to purchase them. Some optional items

of equipment may on occasion be offered for sale by the school e.g. calculators, revision guides etc.
Photocopying and/or printing which is not required by a member of staff may be charged for.

4. School Policy

The law allows governing bodies to charge only for the defined activities if they have first made a policy on charging and remissions.

The Policy will be displayed on the school's website.

5. The Governors' Charging Policy

The Governing Body therefore reserves the right to make a charge in the following circumstances for activities organised by the school:

a) Practical subjects

Where parents have indicated in writing that they wish to own a finished product, a charge will be made. The charge shall not exceed the cost of the materials used by the student.

b) Residential Trips

The board and lodging element of approved residential activities deemed to take place in school hours. The cost will not exceed the actual cost of the provision and prior written confirmation from the parent is required that he/she is willing to pay the charge.

c) Activities outside School Hours

The full cost to each student of all approved activities deemed to be optional extras taking place outside school hours and therefore not part of the National Curriculum.

6. Voluntary Contributions

The Governing Body reserves the right to ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

Parents may be advised that the decision to proceed with a planned activity may depend upon voluntary contributions, but once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions.

7. Remissions

Parents of students who are in receipt of the following support payments will, in addition to having free school meals entitlement, also be entitled to the remission of charges:

- Support under part VI of the Immigration and Asylum Act 1999;
- Universal Credit (subject to Working Tax Credit not being received and the family income being below the FSM threshold).
- guarantee element of State Pension Credit

The Headteacher in consultation with the Chair of the Board of Trustees will make authorisation for such remission.

Where a parent does not receive an eligible benefit the school will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place.

The Trustees are sometimes able to provide modest financial assistance for trips which are optional extras. Application forms are available from the Head Teacher whose endorsement is required. The Head may also be able to suggest other charitable bodies which application can be made to for assistance with expensive residential trips which are 'optional extras' but these are independent of the school and no guarantees can be made that applications will succeed.

8. Equal Opportunities

The Headteacher will ensure that the school's equal opportunities policies are observed in implementing the policy.

9. Responsibilities

The Governing Body is responsible for making and reviewing the policy. Reviews and monitoring will be discussed at the Finance and Premises Committee and their recommendations ratified by the Board of Trustees.

The Headteacher or Finance and Administration Manager is responsible for the implementation of the policy and ensuring that staff, parents and pupils know the details as appropriate.

Other staff may be responsible for implementing the policy as part of their overall responsibilities (e.g. the Educational Visits Coordinator, or Heads of Department, organiser of a trip).

10. Monitoring and Review

The Director of Finance will report on the policy to the Headteacher as appropriate.

The Finance & Premises Committee will review the working of the policy at least once every academic year and present a report to the Board of Trustees.