

Eastern High

Charging and Remissions Policy



1.0 Introduction

- 1.1 This policy has been formulated in accordance with Cardiff County Council's guidance on charging and remissions.
- 1.2 The aim of the policy is to set out what charge will be levied for activities and the letting of school premises, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. The policy has been drawn up in accordance with Sections 449 – 462 of The Education Act 1996, which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.
- 1.3 The Governing Body of the school is responsible for determining the content of the policy, and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.
- 1.4 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 that cost.
- 1.5 Parents are encouraged to pay by instalments using the school's 'Parent Pay' system which is administered by the school office
- 1.6 This policy will be reviewed annually

2.0 Charges to Pupils

2.1 Prohibition of Charges

2.1.1 The Governing Body of the School recognises that legislation prohibits charges for the following:

- education provided wholly or mainly during school hours (including the supply of any materials, books, instruments or other equipment);
- admission to school for children of compulsory school age;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- 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;
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;
- transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport;
- transporting pupils to other premises where the Governing Body or LA has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school; and
- transport provided in connection with an educational visit which is part of the National Curriculum.

2.2 Charges

Charges may be made for other activities known as “optional extras”. Where an optional extra is being provided, a charge may be made for providing material, books instruments or equipment as follows:

(a) Examinations

No charge will be made for entry to a public examination except where the pupil without good reason fails to attend or complete the requirements of the public examination (i.e. fails to submit coursework) where the Governing Body or LA originally paid or agreed to pay the entry fee. An examination fee may also be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the pupil to take it.

Candidates will usually be expected to pay for re-sit examinations, with the exception of cases where the school has provided extra curriculum time for the preparation of candidates for these examinations.

(b) 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 will be made at cost price. Parents will be informed of this charge in advance.

(c) Music Tuition

Parents of pupils wishing to take the opportunity to be involved in music tuition, whether in or out of school hours, will be informed of the cost and will be billed termly. No charge will be levied if the tuition is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum.

(d) Board and Lodging on residential trips

The board and lodging element of approved residential activities, even when taking place largely 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.

Payments can be paid in installments and the full cost must be paid prior to the trip.

(f) Breakages

The school will charge for breakages and replacements as a result of loss or damages caused wilfully or negligently by pupils. Each incident should be dealt with on its own merit and at the school's discretion.

- (g) Extra-curricular activities and school clubs

2.3 Remissions

The Governing Body will not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The criteria stipulated in this policy for any 'agreed' reduction will be looked at on an individual basis. The Governing Body will:

- Remit all charges otherwise payable by parents of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents meet the criteria for the 'benefits' that qualify them for free school lunch eligibility purposes;
- Give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy.

Parents whose pupils are on the Council's **Free School Meals** register or can prove that they are in receipt of the following support payments will, in addition to having free meals entitlement, be exempt from paying the cost of board and lodging of a residential trip:

- Income Support
- Income-based Job Seeker's Allowance
- Any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, as may be prescribed by regulations from time to time for any period wholly or partly comprised in the time spent on the trip. Currently, the following are prescribed:
 - Support under Part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HM Revenue and Customs) does not exceed £17,005 (i.e. children who are eligible to receive free school meals);
 - Income related employment and support allowance; and
- Guarantee element of the State Pension Credit
- Receipt of Universal Credit.

When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher, in consultation with the Chairperson of the Governing Body will make authorisation for such remission.

2.4 Voluntary Contributions

Parents will be invited to make a voluntary contribution to enable the school to maximise the opportunities for pupils to access a wide range of opportunities and experiences.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

- the contribution is genuinely voluntary and a parent is under no obligation to pay;
- pupils of parents who cannot contribute will not be treated any differently;
- the continuance of an activity may depend upon voluntary contributions;
- registered pupils at the school will not be excluded or treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher. Requests made for voluntary contributions do not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Voluntary contributions will be used to contribute towards cost of various activities that will enhance the pupil's educational experience.

3.0 Charging for the use of School Premises

- 3.1 The school budget cannot be used to subsidise non-school activities, and community use of the school must at least cover the cost of letting the school to community groups. The charges set by the school cover the cost of opening the school, including the cost of caretaker time and utilities.
- 3.2 The charges to be levied from the hire of school premises are stated in the Schools Hire of Rooms Policy. These vary dependent on facility / room hired and if it includes / excludes VAT.
- 3.3 The Head Teacher may vary charges within the hire of meeting room's policy at his discretion if there is a need for a meeting / class that will benefit staff / pupils / parents or the wider Community. Any contentious requests for hire will be discussed via the Finance & Resources Committee.

Dear Parents,

The school is organising a [Trip/Visit/Practical Activity] to [place] on [date(s)]. The cost of providing this [Trip/Visit/Practical Activity] will be £[COST] per pupil.

Activities such as this are beneficial because they give pupils experiences they may not otherwise have.

All contributions are voluntary and the proposed activity may not take place unless a substantial majority of parents contribute. If a [Trip/Visit/Practical Activity] goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. Parents have a right to know how each trip is funded and the school provides this information on request.

Your contribution will cover **[specify: meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs]**.

To make your contribution please log into Parent Pay or return your donation in an envelope marked with your child's name, form and 'school donation for **[Trip/Visit/Practical Activity]**' to the school office by **[date]**.

Thank you very much for your support.

Yours sincerely

Dear Parents,

The school is organising a **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]**. Activities such as this are beneficial because they give pupils experiences they may not otherwise have.

The cost of this **[Trip/Visit/Practical Activity]** per pupil is **[amount]**.

This will cover **[specify: accommodation, meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs]**.

The school is not in a position to subsidise this visit, or to offer remission of charges, therefore a payment from each pupil wishing to attend will be required. Please note that if not enough interest is shown it may have to be cancelled.

To make your payment please log into Parent Pay or return your payment in an envelope marked with your child's name, form and 'school payment for **[Trip/Visit/Practical Activity]**' to the school office by **[date]**.

Thank you very much for your support.

Yours sincerely

Dear Parents,

The school is organising an Educational Residential Trip to **[place]** on **[date(s)]**.

Activities such as this are beneficial because they give pupils experiences they may not otherwise have.

No charge is being made for the activity or travel; however there is a charge of **[amount]** to cover the costs of board and lodging. To make your payment please complete the remittance slip below and return it with your payment in an envelope marked with your child's name, form and name of residential trip to the school office by **[date]**. Cheques should be made payable to **[name]**.

We do not require parents who receive the following benefits to make a payment **[insert list of benefits]**. If you receive any of these, you may make a voluntary contribution or complete the attached exemption slip and return it in an envelope marked with your child's name and form to the school office by **[date]**.

Thank you very much for your support.

Yours sincerely

Signature Sheet

Date Approved by Full Governing Body	Summer 2026
Signed on behalf of Full Governing Body	
Name (Chair of Governors)	Gordon Plant
Head teacher signature	
Head teacher	Kay Adams
Date	4 th June 2026
Date of next review	Summer 2027