



## APPENDIX 3

# Charging and Remissions Policy

This policy was approved and ratified by the

Finance & Resources Committee of

Cox Green School

On

3<sup>rd</sup> October 2025



***Revision Overview***

<b>Version</b>	<b>Area</b>
1.9	Revision Overview, Review of Policy, Version History



### ***Introduction***

The Board of Trustees 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'/carers' 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 aim 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.

### ***Charges are not made for:***

- Admission to the school;
- Free School Meals to those children who are entitled;
- Education that takes place during officially recognised school hours;
- Entrance fees for prescribed examinations;
- Activities relating specifically to the school curriculum;
- Transporting pupils to or from the school where the Local Authority has a statutory obligation to provide transport;
- School equipment, materials, facilities etc;
- Activities or visits taking place wholly or mainly during school hours (i.e. at least 50% during school time);
- Education which relates to:
  - Syllabuses for prescribed examinations;
  - The implementation of the National Curriculum;
  - Religious Education;
  - Musical tuition if it forms an essential part of the curriculum or a prescribed syllabus.

### ***Charges may be made for:***

- Optional extra activities which take place wholly or mainly outside school hours (i.e. at least 50% outside school time) and which are based on parental choice;
- Individual music tuition for which there is a parental agreement and where it does not form part of the National Curriculum or part of the syllabus for a prescribed examination;
- Wilful damage to school property, equipment or furniture;
- Lost or damaged textbooks, exercise books or planners;
- Ingredients and materials for subjects such as Food Technology and Design & Technology, where parents have indicated a wish to own the finished product;
- Examination fees where the student fails, without good reason/medical certificate, to complete the examination requirements for any public examination for which the school has paid an entrance fee;
- Examinations for which a pupil has not been prepared for, at the school;
- Examination fees where there is a request from the parent for additional subject entries to be made, which are not supported by the school;
- Board and lodgings on residential visits;
- Individual appeals by one candidate to the Examination Board based on parental requests.

### ***Residential Visits***

Charges for visits outside school hours (i.e. more than 50% of the time) can include:

- Travel costs;



- Board and Lodgings\*;
- Materials, books, instruments and other equipment;
- Entrance fees to museums, theatres, castles etc;
- Insurance costs.

\*In certain circumstances, students are entitled to a remission of charges for board and lodgings where they qualify for prescribed benefits and allowances (see section on remissions).

Charges for visits during school hours (i.e. more than 50% of the time) can include:

- Board and Lodgings (see note above\*);
- But NO charge will be made for education provided.

### ***Voluntary Contributions***

Parents may volunteer to pay for any educational activity. The school may request voluntary contributions for:

- Any visits/activities both inside and outside school time, residential or non-residential;
- School equipment;
- School funds generally;
- There is no restriction placed on the use which can be made of such contributions;
- There is no obligation to contribute;
- No student may be excluded from the activity for not having paid the contribution;
- Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled.

### ***Remissions***

Parents of students who are in receipt of the following support payments may, in addition to having free school meals entitlement, also apply to be considered for support from the school's hardship fund:

- Income Support or income-based Job Seekers Allowance;
- Income-related Employment and Support Allowance (ESA);
- Support under part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not also entitled to Working Tax Credit and has an annual gross income of no more than £16,190;
- The guaranteed element of State Pension Credit;
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit;
- Universal Credit – From 1<sup>st</sup> April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get).

When arranging a chargeable activity, such parents are invited to apply in confidence for the remission of charges in full or in part.

### ***Review of Policy***

This policy shall be reviewed annually by the Finance & Resources Committee.

### ***Communication of Policy***

This policy is published on the school website and on the staff intranet.



### Version History

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Board of Trustees	28/02/12	28/02/12	Sept 2012
1.1	Board of Trustees	09/10/12	09/10/12	Sept 2013
1.2	Board of Trustees	15/10/13	15/10/13	Sept 2015
1.3	Board of Trustees	20/10/14	20/10/14	Sept 2015
1.4	Board of Trustees	20/10/15	20/10/15	Sept 2016 (Stat)
This policy was delegated to the Finance and Resources Committee in October 2016				
1.5	Finance & Resources Committee	11/10/16	11/10/16	Oct 2019 (Stat)
1.6	Finance & Resources Committee	26/06/18	26/06/18	Jun 2021 (Stat)
1.7	Finance & Resources Committee	09/11/21	09/11/21	Oct 2024 (Stat)
1.8	Finance & Resources Committee	12/11/24	12/11/24	Nov 2025 (Stat)
1.9	Finance & Resources Committee	3/10/25	3/10/25	Nov 2026 (Stat)