



## Charging and Remissions Policy



# Charging and Remissions Policy

Date of Policy: May 2026

Date of Next Review: May 2027

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This policy has been written in consultation with staff, students, parents and Governors. It has been reviewed in **May 2026** and has been approved for implementation by the full Governing Body as dated.



## 1. Statement of Intent

Penistone Grammar School is committed to ensuring equal opportunities for all students, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

## 2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE Maintained school governance guide
- DfE What maintained schools must or should publish online
- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE 'Charging for school activities'

This policy operates in conjunction with the following school policies and procedures:

- Complaints Procedures Policy
- Data Protection Policy
- Freedom of Information Publication Scheme and Policy

## 3. Definitions

For the purposes of this policy the following definitions will be used:

**Charge:** a fee payable for specifically defined activities.

**Remission:** the cancellation of a charge, partly or wholly, which would normally be payable

## 4. Roles and Responsibilities

The governing board will be responsible for:

- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The headteacher will be responsible for:

- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.



- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The Finance Manager will:

- Process and record payments for activities, considering any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

## 5. Charging for Education

Parents will not be charged for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the school, or part of Religious Education (RE).
- Instrumental or vocal tuition, unless provided at the request of the student's parent.
- Entry for a prescribed public examination, if the student has been prepared for it at the school.
- Examination resits, if the student is being prepared for the resits at the school.

We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music tuition (in certain circumstances)
- Vocational tuition (in certain circumstances)
- Use of community facilities

## 6. Optional Extras

We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum
  - Part of a syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious Education (RE)
- Examination entry fees where the student has not been prepared for the examinations at the school
- Transport, other than that arranged by the Local Authority for the student to be provided with education
- Board and lodging for a student on a residential visit
- Extended day services offered to students

When calculating the cost of optional extras, the school will only take into account the cost, or an appropriate proportion of the cost, of the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Employment of non-teaching staff
- Teaching staff (including TAs) under contracts for services purely to provide an optional extra
- Teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The school will not charge more than the actual cost of providing the optional extra divided by the number of participating students. A subsidy will not be charged for any students wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.



The school will not charge for supply teachers to cover for teachers who are absent from school accompanying students on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

## 7. Examination Fees and Resits

The school may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs, GCSEs and A-levels), but the student was not prepared for it at the school.
- The examination is not on the prescribed list, but the school arranged for the student to take it.
- A student fails, without good reason, to complete the requirements of any public examination where the governing board or Local Authority originally paid or agreed to pay the fee.

Where a student is entered for a second or subsequent attempt at an examination, the school will pay the fee. Once students have left the school, resits must be taken at the school.

If a student or their parent consider it to be in the best interests of the student to request that an examination is re-marked, any fees involved must be covered by the student or their parent. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent or student will have their fees refunded.

## 8. Voluntary Contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There is no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

Examples of where parents may be asked to make a voluntary contribution include:

- Ingredients used in food technology
- Essentials used for Design & Technology
- Transport and admission fees for visits out of school hours
- Transport and admission fees for visits in school time
- Transport and admission fees and residential costs for fieldtrips

No student will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

## 9. Music Tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the student's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## 10. Transport

The school will not charge for:



- Transporting registered students to or from the school premises, where the Local Authority has a statutory obligation to provide the transport.
- Transporting registered students to other premises where the governing board or Local Authority has arranged for students to be educated.
- Transporting students to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

## 11. Residential Visits

The school will not charge for:

- 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, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of Religious Education (RE).
- Supply teachers to cover for teachers accompanying students on visits.
- The school may charge for board and lodging, but the charge will not exceed the actual cost. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:
  - 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 State Pension Credit
  - Child Tax Credit, provided that they are 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 four weeks after they stop qualifying for Working Tax Credit
  - Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

## 12. Education Partly During School Hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of RE.

If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school's contingency funds.

Any charges for extended day services will be optional.

## 13. Damaged or Lost Items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs. The school will consider waiving costs in exceptional circumstances, e.g., financial hardship.



## 14. Remissions

The school has set aside a small fund to enable parents in financial difficulty to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met.

Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190.
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the school's Pupil Premium Champion, Mrs E Butler, by email to [enquiries@penistone-gs.uk](mailto:enquiries@penistone-gs.uk).

## 15. School Trip Refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

If the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. If a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the Principal's discretion as to whether a refund is given to parents. The Principal will consult the governing body on the matter, considering the cost to the school, including alternative provision cost.

If a student or their parents cancel the student's place on a trip, it is at the Principal's discretion as to whether a refund is given. The Principal will consult the governing body on the matter, considering the reason for cancellation, whether the school will be reimbursed for the student's place on the trip, and whether the place on the trip can be offered to another student.

Where a student or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the student to attend future trips and visits.

If a student cannot attend a trip at the last minute, for example, due to illness, it is at the Principal's discretion as to whether a refund is given. The Principal will consult the governing body on the matter, considering whether the school will be reimbursed for the student's place on the trip and whether the place on the trip can be offered to another student.

If a school trip is postponed due to unforeseen circumstances, it is at the Principal's discretion as to what happens with the parental contributions for the trip. The Principal will discuss options with the governing body, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

If the decision is made to postpone a trip due to foreseen circumstances, it is at the Principal's discretion as to what happens with the parental contributions for the trip. The Principal will discuss options with the governing body, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.



Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per student. If the excess is less than £1 per student, this will be paid into the school's account. Excess expenditure will be subsidised by the school fund.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all students and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

## **16. Monitoring and Review**

This policy will be reviewed annually by the governing body and Principal. The next scheduled review date for this policy is May 2027.



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