



Highlands

School & Sixth Form

**Dare to
flourish**

Charging and Remissions Policy

Governor Committee	Finance & Resources
Reviewed on	July 2026
Next review	July 2029

Section 1: Introduction

The School policy conforms to the LEA's charging policy, the DES Circular 2/89 and the Education Reform Act 1988: Charges for School Activities.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards the education of our students. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as important, additional, optional activities. However due to the limitations of the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

Visits During normal school hours:	The group leader should always ensure that parent/carers are notified as early as possible as to: • the total cost of the visit; • how much each parent/carer will need to pay or be asked to contribute towards the cost of the visit; • how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element); • for school journeys the letter to parents should include details of the payment schedule, and amounts and clearly indicate if deposits are not returnable; • use of any surplus funds, i.e. will they be returned to parent/carers or used to purchase items for the students whilst on the trip. In all state funded schools visits which occur during school hours must be provided free of charge. However, parents/carers can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled - parent/carers must be notified of this contingency. Pupils whose parents/carers/guardians do not contribute cannot be discriminated against. The Governing Body will offer to remit up to the full cost of full board and lodging for any residential activity which: takes place during school hours or; is not an optional extra (see following section for definition). <u>Consent from parents</u> A letter about any overseas or residential visit is sent out to parent/carers and parents give their consent on a google document consent or via the “consent” box on Parentpay . The Governing Body can charge parents/carers for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra: falls wholly or mainly outside school hours, i.e. a skiing holiday during the school holidays is an optional extra.
---	--

Outside Of Normal School Hours/Optional Extras	does not form part of the National Curriculum or the statutory requirements for religious education; is not part of a syllabus towards a Prescribed Public Examination – e.g if an 'A' level Biology syllabus mentions fieldwork as a requirement then this in itself does not necessitate a residential field trip to another part of the country as local facilities may suffice. However, if the syllabus mentions that pupils need to know about the ecology of rocky shores and they live in a city a long way from the coast then the field trip would not be classed as an 'optional extra'. The parent/carers' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. If payment is via Parentpay, consent for the trip has to be given online using the “consent” box. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge.
Extra curricular activities	The school may charge for any costs incurred for extra-curricular activities outside of the normal school day.
Individual instrumental tuition	Peripatetic music tuition will be charged at full cost by the local authority provider.
Ingredients/materials /equipment	The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parent/carers) or require them to be provided if the parent/carers have indicated in advance that they wish to own the 'finished product'. This is directly relevant for the cost of materials/ingredients for subjects such as Design Technology, Art.
Broken equipment (replacement)	The Governors will ask students and/or their parent/carers to contribute towards the cost of replacement items of equipment or the cost of repairs to the fabric of the building, fixture or fittings where damage or breakage has occurred as a direct result of misconduct on the student's part. (This does not in any way detract from the teaching staff's duty to brief students thoroughly and to manage a calm and safe working environment for the pupils.)
Books and equipment	Essential books and equipment are always supplied by the school. In some areas, such as Science, the textbooks are expensive and the school will not have purchased sufficient for all students to have copies to take home. For some courses like science, there may be published revision texts available which support the curriculum and which students are advised to purchase. In English, students are recommended to purchase their own copies of literature texts in order to underline, annotate and highlight sections of texts and quotations. In these cases, where students following an examination course may be disadvantaged by their inability to purchase such additional texts, parent/carers eligible under the criteria for remission of charges may request financial support towards the cost of purchase.

	All students entering year 7 and year 12 will be charged a Book Deposit, refundable against full return of all books issued to them at KS4 and KS5. The cost of the book deposit will be agreed by the Governing Body.
Examination entry	All students following an examination course at the school who have completed the essential requirements – such as coursework, will be entered for the examination with the school meeting all costs. Where a student has not completed all parts of the course and is deemed almost certain to fail, the school may decide to refuse an entry. If a student and parent/carer, despite the advice of the school, insist on entry, the school will expect the parent/carer to fund the cost of entry to that examination. In most subjects, the school has to enter students at a designated level. If the student and parent/carer insist, against the school's advice, on entry to a higher level, the parent/carer will be expected to fund the cost of entry. Where the school advises that early entry to an examination is advisable, the school will pay the cost of entry. If a student and parent/carer request early entry against the advice of the school, the parent/carer will fund the cost of entry.
Examination remarks / regrading	Where the examination result of an individual or group is significantly under the prediction of the school staff and not in keeping with the previous level of achievement of the student or group, the school may well decide to ask for a remark of the papers and will fund such a request. If the school staff feel that the result a student obtained, although disappointing, was not significantly below expectation or prediction, although the school will arrange for a remark, the parent/carer will be asked to fund it.
Remissions	The Governing Body may remit in full or in part the cost of any activity for any students from a family experiencing hardship. When arranging a chargeable activity parent/carers will be invited to apply, in confidence, for the remission of charges in full or in part. Authorisation for remission will be made by the Headteacher. The decision to offer to remit costs is normally subject to the parent/carers of a pupil being designated as a Pupil Premium student. Any child meeting the criteria established by local authority for remission of meal charges will be provided with a free school meal.
Letters requested by parents	The school may levy an admin charge to parents for any letters that they request are written for their use.