



Charging and Remissions Policy

1. Introduction

The Education Reform Act 1988 came into force in April 1989; and introduced new regulations concerning payment for trips and activities, and made it a legal requirement for Governors of all schools to approve a charging policy.

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits, residential experiences and enrichment programmes can make towards the academic, personal and social education of students. The Governors aim to promote and provide such activities both as part of a broad and balanced curriculum for students of the School as enrichment and as additional optional activities.

2. Purpose

In order to ensure that correct procedures are followed and no student is excluded from a visit or journey because they cannot afford to pay, a clear charging and remissions policy must be known and understood by all parents/guardians so this policy is published on the school website and the School Business Manager is happy to answer any queries.

3. Charging Policy

Governors reserve the right to levy charges for the following:

- a. Music tuition that is not prescribed as part of the National Curriculum. Charges will be made for music, instrumental hire and tuition and music examinations
- b. Transport, entrance fees and educational fees out of normal School hours, including after school clubs. These are termed optional extras. The consent of parents/guardians and a willingness to meet extra charges will be sought before any bookings are finalised
- c. Damage to or loss of books and/or School equipment
- d. Wilful damage to School property
- e. Damage to other property where the School has been charged, for example on residential School trips
- f. Cost of optional residential trips outside normal School hours
- g. Board and lodging for residential trips within School time
- h. Wasted examination fees, for example where a student without good reason fails to meet the requirements of, or attend, the examination
- i. Re-sit or other examination fees where the School is not formally preparing the students for the examination, including University Admissions Tests fees
- j. Re-mark or any other optional post-results enquiries for public examinations

There will be some trips or activities which the school cannot charge for but which the school considers would be beneficial to the students. In this case the school may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution.



The Henrietta Barnett School

If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead.

Governors reserve the right to request voluntary contributions for the following:

- a. Activities during School hours including visiting groups, day visits and school journeys. The contribution requested will not exceed the cost of the provision as no student should subsidise any other student
- b. Other charges for residential trips during School hours not covered above
- c. Charges for materials that will then be owned by the parents/guardians
- d. Charges for optional extras

Parents are entitled to ask that their daughters be excused from activities which incur a cost.

4. Remissions Policy

Funds to subsidise activities are limited. However, Governors will endeavour to ensure that no student is deprived of playing a full part in the life of the School on family economic grounds. Where students are in receipt of free school meals, the Governors will endeavour to remit in full, the cost for any trip or residential activity that is organised for the student if the activity is deemed to take place within School hours, or where it forms part of the National Curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for students to take part in additional activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Assistant Head (Well-Being & Operations), overseen by the Head.

Monitoring and Review: This policy will be reviewed annually by the School Business Manager.

Ratified by Governors' Finance, Audit & Fundraising Committee: June 2026

Next Update: June 2027