



**UP HOLLAND**  
HIGH SCHOOL  
*Dedicated to Excellence*

## Charging and Remissions Policy

<b>Last reviewed</b>	April 2026
<b>Next review due</b>	April 2029
<b>Summary of key changes</b>	Adopted Trust-wide policy
<b>Approved by LGB</b>	6 May 2026

## **1. Background: Charging for school Activities**

- 1.1 Schools are permitted to make charges for certain purposes.
- 1.2 The purposes are detailed within the 1988 Education Reform Act updated 1996 and the DfE publication: Charging for school activities, Advice for governing bodies, school leaders, school staff, and local authorities, May 2018.
- 1.3 The objectives of the charging provisions of the DfE guidance are:
  - 1.3.1 To maintain the right to free school education;
  - 1.3.2 To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
  - 1.3.3 To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give LAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours;
  - 1.3.4 To confirm the right of LAs and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.
- 1.4 Under the charging provisions of the DfE guidance , governing bodies may choose to charge for certain defined activities, but only if they have first drawn up a statement of their charging and remissions policy.
- 1.5 If Trustees choose to charge parents for the board and lodging costs of a residential visit, and if the education provided on that visit must otherwise be provided free under the terms of the Act, they must as a minimum remit the board and lodging costs for the pupils whose parents are in receipt of Universal Credit in prescribed circumstances;
  - a) support under part VI of the Immigration and Asylum Act 1999;
  - b) Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by His Majesty's Revenue and Customs) does not exceed £16,190;
  - c) the guaranteed element of State Pension Credit;
  - d) an income related employment and support allowance.
- 1.6 Otherwise, remission, like charging, is at the discretion of the Trustees.
- 1.7 Further updated guidance is contained within the DfE publication: Charging for school activities, Advice for governing bodies, school leaders, school staff, and local authorities, May 2018.

## **2. INTRODUCTION**

- 2.1 This policy is to be used in conjunction with Guidance for Charging for School Activities produced by the DfE (revised May 2018).
- 2.2 The school conforms to the LA's charging policy, and DfE guidance.
- 2.3 The Trust Board recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.
- 2.4 The Trust Board 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.

However, due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the below circumstances for activities organised by the school:

- 2.5 The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

## **CATEGORIES WHERE CHARGES ARE APPLICABLE**

### **3 TRIPS AND ACTIVITIES**

- 3.1 A charge will be made to cover the cost of trips and activities where participation is optional and not directly or specifically connected to the fulfilment of National Curriculum requirements.
- 3.2 A charge will be made to cover the cost of trips and activities that are directly or specifically connected to National Curriculum requirements except for the elements that are specifically excluded under the DfE guidance, detailed in this document.

### **4 BOARD AND LODGINGS**

- 4.1 A charge will be made to cover the cost of board and lodging arising from residential activities. This includes residential activities where they are primarily educational in nature.
- 4.2 It is a statutory requirement that charges must be remitted in respect of students whose parents are in receipt of the benefits listed in Paragraph 5 and where the activity is deemed to take place in school hours, or, if it is out of school hours, is organised to fulfil any requirements specified in the specified the syllabus for prescribed public examination or specifically to fulfil statutory duties relating to the National Curriculum or Religious Education.
- 4.3 Where participation is optional and not directly or specifically connected to National Curriculum, a charge will be made to cover all associated costs.

### **5 TRANSPORT**

- 5.1 A charge will be made for transport and other costs associated with trips which occur wholly or mainly outside school time and do not relate to a public examination, the National Curriculum or statutory duties relating to RE.
- 5.2 Where school transport is provided directly by the school or by a contractor engaged directly by the school, then a charge will be made for the use of that service.
- 5.3 The arrangements in place currently are for charges payable directly to bus company with a subsidy also being paid directly to the company from the school.

### **6 ACTIVITIES ON SITE**

- 6.1 A charge will be made to cover the cost of activities on site where participation is optional and not directly or specifically connected to the fulfilment of National Curriculum requirements.
- 6.2 A charge will be made to cover the cost of activities on site that are directly or specifically connected to National Curriculum requirements except for the elements that are specifically excluded under the DfE guidance, detailed in this document.

### **7 PAYMENT OF EXAMINATION FEES**

- 7.1 No charge may be made in respect of a public examination prescribed by the Secretary of State for which registered students are being prepared as this school. Under certain circumstances, however, charges may be made and in such cases the Trust Board has decided:
- 7.2 A charge should be made where a student is entered for an examination for which he/she

has not been prepared by the school. A charge should also be made, except in cases of financial hardship, i.e. where a student is eligible to receive education welfare benefits, where a student resits an examination for which he/she has been prepared for earlier by the school

- 7.3 The entrance fee can be recovered from the parent in the cases where a student fails, without good reason, to complete the examination requirements for any public examination for which the Authority has paid or is liable to pay.
- 7.4 Agree not to charge for an additional examination entry, where the initial preparation would allow a pupil to take two or more examinations.

## **8 PERIPATETIC MUSIC LESSONS**

- 8.1 The school has a scheme for the provision of individual and group instrumental tuition by a team of experienced visiting tutors.
- 8.2 The school contracts the music teacher and a fee is levied to the pupil
- 8.3 The charge is managed through the school.
- 8.4 The peripatetic teacher is responsible for maintaining a register of pupils attending lessons.
- 8.5 Where a pupil is eligible for Pupil Premium funding, and peripatetic lessons are requested, then the school can choose to fund or part fund these lessons. The decision of finding through Pupils Premium is delegated to the budget holder responsible for Pupil Premium Funding. This is to ensure that PP funds are used to the best advantage that they were intended.
- 8.6 Only lessons actually taken by the pupil should be paid.

## **9 MATERIALS**

- 9.1 The Trust Board reserves the right to charge at cost for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'.
- 9.2 The school asks for a voluntary contribution at the beginning of the school year to cover the additional cost of materials used where the pupil may wish to take the finished article home.
- 9.3 Trustees agree to charge at cost, any materials purchased by the school and offered to pupils for sale, e.g. stationery, calculators, art folders that may enrich pupils' learning, but is not a statutory requirement of the school to provide.
- 9.4 Trustees agree to Departments selling goods not linked to the National Curriculum for a small profit to raise money for departmental resources.

## **10 DAMAGES TO PROPERTY**

- 10.1 Trustees agree to charge for lost or damaged textbooks, exercise books and breakages of any school equipment at cost if damaged or broken as a direct result of misconduct on the pupil's part.
- 10.2 Where the school building or premises are damaged as a result of misconduct by a pupil, then a charge will be made for the repair.

## **11 VOLUNTARY CONTRIBUTIONS**

- 11.1 Where the provision is necessary for the delivery of the curriculum, trustees agree to seek voluntary contributions to cover the cost of:
- 11.1.1 Residential courses/trips
  - 11.1.2 Non-residential courses/trips

11.1.3 Materials. The school asks for a voluntary contribution at the beginning of the school year to cover the additional cost of materials used where the pupil may wish to take the finished article home.

11.1.4 Services of visiting performers.

11.2 If a parent is unwilling or unable to pay, their child must be given an equal chance to go on the visit or attend the performance.

11.3 If insufficient voluntary contributions are received then the school can withdraw the event and explain to parents the reason for the withdrawal.

11.4 The school is considering the introduction of an Alumni fund or a voluntary contribution from Parents. This is to be a voluntary contribution to offset the purchase of major items e.g. minibus replacement.

## **12. TRIPS AND VISITS AND BEHAVIOUR**

12.1 The School Trips Policy outlines the management of Trips. Excellent behaviour is required on all trips. Parents must be informed of this in communication regarding each trip.

12.2 The letter to parents should include the following paragraph:

*12.2.1 All school trips and events are considered a reward for excellent behaviour and the school reserves the right to refuse any pupil whose behaviour or attitude may be of concern.*

*12.2.2 All money paid into the trip is non-refundable. This applies even if the school decides that, because of misconduct or poor attitude on the part of your son / daughter, it would not be appropriate for him / her to take part. Signing the reply slip indicates that you understand, accept and support this policy and will make no claim against the school if it is applied. Please do not sign the form otherwise. Your child will only be accepted onto the trip if the reply slip is signed.*

12.3 The reply slip should include the following:

*12.3.1 I / We have read the details of this trip and have impressed upon my/ our child the need for excellent behaviour at all times. I understand that no refund will be claimable. I / We accept the conditions outlined in the letter.*

12.4 Refunds

12.4.1 In general, contributions to school trips are non-refundable. However, a refund may be offered if the pupil's place can be reallocated to another pupil.

12.4.2 Any refund would not include the deposit

12.4.3 The school will retain any monies received to cover the total costs incurred or committed for that pupil at the time of withdrawal.

12.4.4 Any offer of refund would only be offered after the trip or event was completed and any balance remaining can be calculated and identified.

12.4.5 Pupils who are removed from a trip due to inappropriate behaviour will not be offered any refund of amounts paid.

## **13. COLLECTION OF AMOUNTS DUE**

13.1 The Trustees agree to delegate responsibility to the Principal for the collection of charges for all of the above.

13.2 All collection of monies is recorded within the School's Financial Management System. Parent Pay is the preferred method to be used when making payment to the school.

13.4 The Parent Pay system is managed within the Finance Office.

13.4 All staff organising payments to the school must take advice and direction from the Finance Officers before any communication with parents.

- 13.5 Where appropriate, an invoice will be raised by the school. This includes damages to property or premises and amounts outstanding regarding trips or activities.
- 13.6 Invoices are used, therefore, to formally identify and record a debt owed to the school.
- 13.7 Where an invoice is raised, the invoice will include the phrase "*Please note that until this outstanding debt is paid, your child may not be permitted on any non-curriculum trips or events.*"

#### **14. ASSISTANCE TO PARENTS**

- 14.1 Where family income is limited, various forms of help available to parents. Confidential advice will always be given by staff at the school and parents will be encouraged to make application where applicable.
- 14.2 Pupils from low income families may also be entitled for Pupil Premium Funding. Pupil Premium Funding can be used to cover the cost of any activity where this improves the pupil's opportunity or progress. The decision on the usage of Pupil Premium Funding is delegated to the person responsible for the Pupil Premium Budget.

#### **15. LETTINGS AND USE OF THE SPORTS FACILITIES**

- 15.1 Trustees have agreed to the charging for the use of facilities within the school by outside organisations.
- 15.2 The Policy on agreeing Lettings is included within the Lettings Policy for the School.
- 15.3 The Charges for Lettings is reviewed annually.
- 15.4 Lettings are permitted only in accordance with the Lettings Policy.