



# **Charging and Remissions Policy**

September 2025

## CHARGES AND REMISSIONS POLICY

### **Introduction**

Section 457 of the Education Act 1996 requires the governing body of any maintained school to adopt a policy on charging and remission arrangements for school activities.

The principal circumstances in which charging is permissible under the Education Act 1996 are as follows:

### **School Trips**

**Non-Residential** – No charge will be levied in respect of school trips that take place during school hours or are a necessary part of the curriculum, however, a voluntary contribution donation may be requested.

**Residential (Essential)** – For residential trips which are essential to the Curriculum for Wales 2023, statutory RVE or in preparation for accredited examinations, a charge will be levied for board and lodging.

**Residential (Non-essential)** – For residential trips which are not essential to the Curriculum for Wales 2022, statutory RVE or in preparation for prescribed examinations:

- If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### **Examinations**

The Governing Body reserves the right to levy charges in respect of the following:

- Where a parent asks for an examination result to be re-scrutinised, and a charge is made by the examining board for this service,
- Where the governing body agrees to enter a pupil for an accredited qualification examination for which he or she has not been prepared by the school,
- Where a pupil, with parental agreement, is entered for an examination for a non-accredited qualification
- Where a pupil fails, without good reason, to complete the requirements of any public examination where the school paid or agreed to pay the entry fee,

The charges levied in a) to d) above will be the cost of the examination entry fee plus appropriate administration costs.

### **Damage / Loss to Property**

The governing body reserves the right to levy a charge in respect of willful damage, neglect or loss of school property and/or third-party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources available to the school, the school may request or invite parents to make a contribution towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

### **Lettings**

Refer to the school's Lettings Policy and the scale of charges determined annually by the Finance Committee.

### **Remissions**

If the parent/guardian of a pupil is in receipt of the following benefits, charges in respect of board and lodging may be remitted in full:

- Income support
- Income based jobseekers' allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided that they do not also receive Working Tax Credit).

### **Review**

This policy will be subject to review every two years.