Penketh High School

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PENKETH HIGH SCHOOL

Charging for and Remissions for School Activities 2026/2027

Policy owned by	**J Carlin**
Date Approved by Local Governing Body	**September 2026**
Signature of Chair to Local Governing Body	**A Jenkins**
Signature of Academy Principal	**J Carlin**
Date of Next Review	**August 2027**

1. Aims & Rationale

Penketh High School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a varied range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The Education Act 1996 requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The policy identifies activities for which:

- Charges will not be made.
- Charges will be made.
- Charges may be waived.

2. Voluntary Contributions

Independent of the matter of charging, schools may always seek voluntary contributions to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

Statutory Guidance says:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

3. No charges will be made for:

- Education provided outside school hours if it is part of the National Curriculum, or part of a subject specification for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of a subject specification for a compulsory public examination that the pupil is being prepared for at the school.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school*****.
- Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school.
- Education provided on any trip that takes place outside school hours.
    - if it is part of the National Curriculum, or
    - part of a subject specification for a prescribed public examination that the pupil is being prepared for at the school, or
    - part of the school's basic curriculum for religious education.

*** If a pupil fails, without good reason, to meet any examination requirement for a subject specification a charge will be made. The school will determine whether exceptional circumstances constitute a good reason on a case-by-case basis**

4. **Activities for which charges may be made**:

- Education provided by non-school staff or organisations on any trip that takes place outside school hours:
    - if it is part of the National Curriculum, or
    - part of a subject specification for a prescribed public examination that the pupil is being prepared for at the school, or
    - part of the school's basic curriculum for religious education.
- Activities outside school hours.
- Non-residential activities
    - (other than those listed above) which take place outside school hours but only if most of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities
    - Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see remissions policy – section 9 - below) may not be charged for board and lodging costs.
    - Residential trips deemed to take place outside school time (other than for those activities listed above).
- Music tuition
    - The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- Where associated costs for the trip may be incurred, such as travel costs.

5. **Public Examinations**

- The Principal has the delegated responsibility to decide whether pupils are entered into particular examinations.
- The Principal has the authority to charge for examination entries in certain circumstances – for instance when a pupil wishes to be entered for an examination contrary to the professional judgement of a teacher or where the pupil has not been prepared for the examination at the school.
- The Principal has the authority to charge for examination entries where the pupil fails, without good reason, to meet any examination requirement for a syllabus, including attendance to an examination or non-examination assessment session.

6. Loss and damage to school property

Parents/Carers of a pupil who damages or loses any item of school or personal property or equipment, including, for example, smashed windows or computer hardware, are liable for full costs of repair or replacement. Parents and pupils should be made aware of this decision.

7. Transport

We will not charge pupils for transportation where:

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.

8. Residential Visits

When any trip is arranged parents will be notified as to whether or not it is a residential trip in or out of school time.

Whatever the starting and finishing times of the school day, regulations require that the school day be divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day. If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip*, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

*If one quarter or greater of the total time is in school time.

9. Charges

It is the policy of Penketh High School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras. Charges will not exceed the actual cost (per pupil) of provision or any activity for which charges may be made.

Charges will / may be made for any:

- materials, books, instruments, or equipment, where a parent wishes their child to own them, e.g. A clay model – a charge to cover the cost of the clay.
- materials, such as those in food technology, where pupils require components to complete work that they take home. Pupils will either be expected to purchase necessary items, such as ingredients in preparation for the specific lesson or contribute to purchases made by the school to facilitate the lesson.

- loss and damage to school property.
- Charges will / may be made for music tuition. The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils.
- Charges will be made for the board and lodging component of residential trips. The charge will not exceed the actual cost.

10. Remissions

To remove financial barriers from disadvantaged pupils and those pupils entitled to Pupil Premium Funding, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in these particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Families qualifying for remission or help with charges might include:

Parents in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit
- Free school meals
- Child Tax Credit, provided that Working Tax Credit is not also received, and the family's annual gross income does not exceed £16,190.
- Guaranteed element of Pension Credit.

Children who are:

- Looked after Children
- Service Children
- In receipt of Child Pension from the Ministry of Defence (MoD)

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- There is an established a system for parents to pay in instalments through Parent Pay.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- No disadvantaged pupil will be refused a place on an Educational Visit due to lack of finances. School will support these pupils using the Pupil Premium Funding.
- The Governing Body will review the operation of this policy annually and monitor its impact on disadvantaged pupils.

Families experiencing financial hardship are encouraged to contact the school confidentially at the earliest opportunity.

11. Relevant Legislation

Provisions concerning charging for school activities can be found in:

- Education Act 1996 (Sections 449-462).
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.
- The Education (Residential Trips) (Prescribed Tax Credits) (England) (Amendment) Regulations 2011; and
- The Charges for Music Tuition (England) Regulations 2007.