

Thomas Telford School



Charging and Remissions

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Date:

12 September 2025

Review Date:

11 September 2027

Charging and Remissions

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

Charging

Sometimes, curriculum and enrichment activities take place off site which incur costs for which we ask parents to make a voluntary contribution. There is no obligation to pay this however if the costs are too high for the school to afford, then the activity may be amended or cut, as a last resort. Examples include activities such as a visit to the theatre to see a play which is part of their English course or a field trip to cover an essential element of a Geography or History course etc.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- *Materials: the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;*
- *Acts of vandalism and negligence: the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or conscious negligence by a student;*
- *School trips and residentials in School time: the board and lodging element of the residential experience and outdoor pursuit courses;*
- *Activities outside School hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;*

Remissions

Essential Curriculum Activities

If the event is seen to be an essential part of the curriculum, all students will attend, irrespective of the parents not making a voluntary contribution. This is to ensure that their preparation for examinations will not be compromised or they miss their curriculum entitlement. In these circumstances, where the parent of a student is in receipt of qualifying state benefit(s) they will have the full costs covered and requests for a voluntary contribution will not be made. E.g Student Premium/FSM students. See appendix A.

Non Essential Enrichment Activities

For activities that are not an essential part of the curriculum for example a Ski trip, a Football tour or a visit to the bowling alley, parents must cover the full costs for the student to be able to attend. In these circumstances, the Governing Body may remit charges in full or in part after considering specific hardship cases E.g student premium/FSM students. See Appendix A for further information. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. All applications relating to support should be addressed to the Senior Administrator,

Miss Braiden dbraiden@ttsonline.net. If appropriate the Headmaster will authorise remission in consultation with the Chair of Governors.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.

Appendix A – Additional Information

What we cannot charge for

In accordance with the law and government guidance, there are certain activities and provisions for which schools **must not charge**. These are outlined below:

Education

We cannot charge for:

- Admission applications to the School
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious Education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the students parent/carer
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

Transport

We cannot charge for:

- Transporting registered students to or from the school premises, where the Local Authority (LA) has a statutory obligation to provide transport
- Transporting registered students to other premises where the Governing Board or LA has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with a curriculum visit

Residential visits

We cannot charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious Education
 - The cost of supply teachers, covering for teachers who are absent from school, accompanying students on a residential visit

Where charges can be made

Under certain circumstances, the school is permitted to charge for aspects of education and activities. These include:

Education

We may charge for:

- Materials, books, instruments, or equipment where a parent/carer wishes their child to own the item
- Optional extras
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school **and** the student fails, without good reason, to meet any examination requirement for a syllabus

Optional extras

Charges may be made for optional extras, which include:

- Education provided outside of school hours that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination the student is being prepared for at the school
 - Religious Education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- Transport (except transport required by the LA or governing board for statutory education)
- Board and lodging for a student on a residential visit

When calculating the cost of optional extras, charges may include:

- Materials, books, instruments, or equipment used
- Costs related to buildings and accommodation
- Non-teaching staff
- Teaching staff engaged specifically to deliver the optional activity (including supply teachers)
- A fair proportion of costs for teaching staff involved in optional music/vocal tuition

Charges for optional extra will:

- Not exceed the actual cost of providing the activity, divided equally by the number of participating students
- Not include subsidies for other students
- Exclude any cost for alternative provision during school hours for students not taking part
- Be subject to parental agreement in advance

Music Tuition

Charges can be made for instrumental or vocal tuition, either individual or group-based, where:

- Tuition is provided at the request of the parent/carer
- The charge does not exceed the cost of the provision (including staff costs)

Charges cannot be made for:

- Tuition required as part of the National Curriculum
- Tuition provided under the Key Stage 2 “first access” music programme

- Tuition for students who are looked after children (LAC)

Residential visits

The school may charge for board and lodging costs on residential visits. However, these charges must not exceed the actual cost.

Voluntary contributions

We may ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

This may include:

- Educational visits (day or residential)
- Enrichment activities and workshops
- Transport costs for sports events or educational trips

Important: There is no obligation for parents/carers to contribute, and no student will be excluded from an activity if their parent/carer is unwilling or unable to pay.

However, if the school is unable to raise sufficient voluntary funds, the activity may be cancelled or amended, as a last option.

Remissions

In some circumstances, the school may waive or reduce charges. This will be at the discretion of the Governing Board, depending on the activity and the individual circumstances.

Remissions for Residential Visits

Parents/carers will be exempt from paying board and lodging costs for residential visits if they receive any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided the family is not also entitled to Working Tax Credit, and has an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for 4 weeks after no longer qualifying)
- Universal Credit (if applied on or after 1 April 2018, with a household income less than £7,400 per year after tax and not including benefits)

Other potential remissions

- Students eligible for Free School Meals (FSM) or Pupil Premium funding may receive additional support, at the school's discretion.
- Requests for financial support should be directed to the Headteacher or Senior Administrator, and will be treated confidentially.

General Data Protection Regulation (GDPR) – Data will be processed to be in line with our requirements and protections set out in the UK GDPR, Data Protection Act as amended by the Data (Use and Access) Act 2025.