The HENRY BEAUFORT School

At The Henry Beaufort School, there are no limitations to success.

Charging and Remissions Policy

Approved by:	Resources Committee	1st October 2026
Last reviewed on:	School Bursar	September 2026
Next review due by:	Resources Committee	October 2027

Aims

Our school aims to:

Have robust, clear processes in place for charging and remissions

Clearly set out the types of activity that can be charged for and when charges will and will not be made

Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for School activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Resources Committee

The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

Implementing the charging and remissions policy consistently Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made
Below we set out what we **cannot** charge for:

Education
- Admission applications
- 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 pupil is being prepared for at the school
- Religious education

- Instrumental or vocal tuition, for pupils learning individually or in groups, where it is part of the curriculum
- 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

Transport
- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

Residential visits
- 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 pupil is being prepared for at the school
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

Where charges can be made
Below we set out what we **can** charge for:

Education
- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section below)
- Music and vocal tuition, in limited circumstances (see section below)
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus
- Transport to school for registered students outside of the catchment area, where the Local Authority has no statutory duty obligation to provide it.
- Re-imbursement for repair or replacement where school property, and that belonging to a third party, has been willfully damaged by a student or parent. The school will determine the percentage of the full costs to be levied based on the nature of the damage and/or the impact on the whole school community.

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:

The National Curriculum

A syllabus for a prescribed public examination that the pupil is being prepared for at the school

- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- Hire of lockers (annual charge)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:
If the teaching is an essential part of the National Curriculum
For a pupil who is looked after by a local authority

Residential visits
We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Withdrawal of provision
Where charges are made and fees remain outstanding at the end of each half term the student will be withdrawn from the activity or service until all outstanding fees have been paid. Any monies outstanding from previous school activities (e.g. peripatetic music lessons, independent bus fees etc. must be settled prior to acceptance on other school activities including Enrichment week and year 11 leavers activities

Voluntary contributions
As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.
Some activities for which the school may ask parents/carers for voluntary contributions include:
- School trips, sports activities, cultural capital day activities, personal development day activities, Enrichment week activities.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.
If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Activities we charge for
The school will charge for the following activities:
- After school activities which require the purchase of resources such as ingredients or materials directly attributed to that club, e.g. cooking club. Charges will be calculated based on the actual cost of goods used and will not exceed the amount charged to the school.

Remissions
In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.
There is no remission of charges for Independent Bus Fees

Remissions for residential visits
Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:
- 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 you're also not entitled to Working Tax Credit and have an annual gross income of no more than £16,190

› Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
› Universal Credit - if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)
Children of families who are currently entitled to receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentiality.
From the start of academic year 2026 to 2027, your child will qualify for free school meals if you get Universal Credit, regardless of household income.

› The Headteacher and Assistant Headteacher (Pastoral) will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be delegated by the governing body to the Headteacher.

Monitoring arrangements
The School Bursar monitors charges and remissions and ensures these comply with this policy. This policy will be reviewed by School Bursar every year.
At every review the policy will be approved by the Resource Committee.