THE HOWARD PARTNERSHIP TRUST

CHARGING AND REMISSIONS POLICY

Date of review: November 2025	Responsible body: The Howard Partnership Trust
Review period: 2 yearly	Trust/Committee: Standards & Performance
Next due for review: September 2027	Executive Lead: DCEO
Status: Statutory	Publication: Website

Aims/Purpose:

The aim of the Trust's Charging and Remissions Policy is to set out clearly to parents the circumstances in which charges will be made, remitted and voluntary contributions sought.

THPT recognises the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences make towards the life of the school.

THPT aims to promote such activities both as part of the broad and balanced school curriculum and as a range of enrichment activities. Further to this, all school activities will be open to any person from the relevant cohort of pupils.

To make visits possible and maintain the variety and frequency of activities, it will be usually be necessary to seek support by making charges or asking for voluntary contributions from parents and guardians. This policy provides guidelines for the process.

This policy has been written in line with the Equality Act 2010, is linked to our Educational Trips and Visits Policy and our Equality Policy.

Overview of when charges cannot and can be made:

No charge will be made for any books, materials, instruments, equipment, or transport if these are necessary in connection with education as detailed below:

- Within school hours
- Within the National Curriculum provision out of school hours
- For statutory Religious Education
- For school admission

Public Examinations:

No charges will be made for entering candidates for public examinations that are the final assessment of a course being studied in the school. However, an examination entry fee may be charged to parents if:

- The candidate was not prepared for a particular examination through following a course at the school;
- The school arranges for a candidate to take an examination which is not in the normal examination set list;
- A candidate fails without good reason to complete the requirements of any public examination where the school originally paid or agreed to pay the entry fee (recovery of wasted fees);
- A candidate wishes to re-sit an examination module for which a result has been awarded.

Charges will not be made for any cost associated with preparing a pupil for an examination. However, charges may be levied for tuition and other costs if pupils are prepared outside school hours for an examination that is not normally part of the school provision.

Charges:

THPT schools may charge for the following:

Swimming

If swimming is offered to all pupils in the school a request for a voluntary contribution will be made to the parents to cover the cost of transport.

Residential school trips

Parents will be invited to meet the full cost of boarding and lodging for residential school trips.

Families in receipt of a means tested benefit may have their costs remitted.

Parents will be invited to make a voluntary contribution towards the cost of transport.

The Principal will consider whether to support individual cases of financial hardship.

THPT agree that schools may finance extra teacher support to facilitate such trips through the delegated budget.

Instrumental tuition

Under the terms of the 1993 Education Act, a charge will be made for music tuition and instrument hire provided by Surrey County Council's peripatetic music scheme.

Other activities

Certain activities may attract a charge where the activity is not part of the school's normal curriculum or extra-curricular programme and is run by an adult paid to undertake this activity.

Materials & Textbooks

Where a pupil or parent/carer wishes to retain items produced as a result of e.g art, textiles, food, construction or design and technology, a charge may be levied for the cost of the materials used.

Textbooks are provided free of charge, but in some subject's additional revision guides or other reference books are available, for which a charge is made.

Breakages and damage to, or loss of, school property

A school may reserve the right to seek reparation from parents/carers where their children cause breakages or damage to school property, or where items (such as textbooks or other equipment loaned) are lost.

Voluntary Contributions

Voluntary contributions may be asked for any visits or activities in school time and outside school hours. However, no pupil will be excluded from the activity on the grounds that they have not paid the contribution. Where there are insufficient voluntary contributions or costs cannot be obtained from other sources then the activity may not take place. Where contributions are voluntary, a Gift Aid declaration may be requested in accordance with HMRC' Gift Aid Scheme

Remission of Charges

A school may remit, in full or in part, the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity, such parents will be invited in confidence, to apply for remission of charges in full or in part. Authorisation for such remission will be made by the Principal. Where a trip takes place wholly, or mainly, during school hours and is an essential part of the programme of study, children whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income-Based Jobseeker's Allowance;
- Universal Credit
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received;
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.

Support for families

THPT schools have a responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the school follows these guidelines: • where possible, the school will publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead;

- The school will establish a system for parents to pay by instalments;
- When an opportunity for a trip arises at short notice it should be possible for parents to arrange to pay by instalments beyond the date of the trip;
- The school acknowledges that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and will avoid that method of selection.

Arrangements for Monitoring and Evaluation

The Personal Development Network member will monitor the impact of this policy annually. This monitoring will also contribute to any evaluation of the impact of the school's extended services on those pupils most in need of support.

Provisions concerning charging for school activities can be found in the following:

- Sections 402, 450 to 458and 460 of the Education Act 1996;
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 (SI 1999 No.2255).
- The charges for Music Tuition (England) Regulations 2007
- Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018.