



Colchester County High School for Girls

Policy No. 18: Charging and Remissions Policy

COMMITTEE	Finance and Resources Committee
SLT RESPONSIBLE	Tina Woodhouse Chief Finance and Operations Officer
REVIEW	3 Years or following changes to Statutory Guidance
PROCEDURES REVIEWED	October 2025
REVIEW DUE	October 2028
APPROVED BY THE GOVERNING BODY	November 2025

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

CHARGING and REMISSIONS POLICY

Introduction

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities. This statement has been prepared as a requirement of this Act and follows DofE Guidance "Charging for school activities" May 2018, which is the latest available guidance as of the current review date.

Colchester County High School for Girls is committed to the provision of free education for all registered students if it takes place wholly or mainly during school hours. The exception to this will be made in respect of music tuition unless it is provided to fulfil the requirements of a syllabus for a prescribed examination. There may be times when the school will ask for voluntary contributions for visits and other activities, or for such items as materials, ingredients and equipment for a practical subject. It must be emphasised that such contributions are genuinely voluntary, and a student at the school will not be treated differently according to whether or not parents have made a contribution in response to a request. If some parents do not do so, however, this may affect the provision of certain activities.

In this policy, the term 'Principal' is used to identify the person with responsibilities of headship, who may be referred to locally as Headteacher, Principal, Executive Principal, Head of School or Associate Principal.

The Act allows for Governing Bodies to charge for certain defined activities and charges may be made as follows:

- **residential visits:** board and lodging may be charged where the visit takes place outside school hours and is a necessary part of the National Curriculum, part of the syllabus for a prescribed examination that the school is preparing the student to sit, or the syllabus is religious education. Other visits outside school hours are classified as "other activities" (see below). For this purpose, the time away is divided into half-day 'sessions', i.e. periods of (up to) 12 hours ending with noon or midnight; 'outside school hours' means less than 50% of the 'sessions' are within school hours.

- **other activities:** in the case of activities taking place outside school hours, charges may be made, including for transport, entrance fees, board & lodging, materials, books & other equipment, non-teaching staff costs and supply costs. For this purpose, 'outside school hours' means less than 50% of the time spent (including travel) is within school hours.

- **music tuition:** In reference to the "Charges for Music Tuition (England) Regulations 2007, costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless provided as part of the syllabus for a prescribed public examination or required by the National Curriculum).

- **public examinations:** charges may be made for entering students for public examinations (including re-sits) where
 - (a) the examination is on the set list, but the student was not prepared at the school,
 - (b) the examination is not on the set list, but the school arranges for the student to take it,
 - (c) a student fails without good reason to complete the requirements of any public examination where the Governing body originally paid or agreed to pay the entry fee.Charges may also be made for tuition and other costs if a student is prepared outside school hours for an examination that is not set in regulations.

- **clothing:** clothing is specifically excluded from the Act's definition of equipment and parents can be asked to provide their daughters with such items as PE kit, protective aprons and sports kit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

The School Fund

Parents are invited to subscribe annually to the School Fund which is used to subsidise many school visits using the school minibus. It is also used to provide facilities and resources for the benefit of students which would not be possible through the school's delegated budget. These include purchase of newspapers and magazines for the library, maintaining the heated swimming pool and maintenance of the school minibus. Any student from a low income family may request help with costs of visits and after school activities.

The Governors are concerned that as far as possible no student should be denied the opportunity to take part in school activities because of cost, therefore:

Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive universal credit or other qualifying benefits. Students of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentiality. The Principal and chair of the local school board 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 determined by the Principal and local school board.

Voluntary contributions

The school may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our students' education. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Inability or unwillingness to pay

The school is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.