

ASHLEY HIGH SCHOOL

Charging & Remissions

Policy

This policy will be reviewed: November 2025

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**Introduction**

This Charging and Remissions Policy complies with statutory requirements, has regard to the local authority’s policy statements on charging and is reviewed on an annual basis by the school Governing Body’s Finance committee.

**Aims and Objectives**

The aims of this policy are to:

* Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
* Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for activities.

**Activities without charge**

There will be no charge for the following activities:

* Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and the activity.
* Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed school examination, which the pupil is being prepared for at the school.
* Instrumental and music tuition which is part of the National curriculum at Key Stage 3
* Entry for a prescribed public examination including re-sits provided that the pupil has been prepared for it at the school.

**Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

* Any pupil whose parents feel they cannot make the voluntary contributions will not be treated any differently.
* Where there are insufficient contributions to make the activity viable, the activity may need to be cancelled.

**Chargeable Activities**

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

* Educational or other activities provided wholly or mainly outside school hours, which are not:
1. Part of the National Curriculum
2. Part of a syllabus or prescribed public examination, which the pupil is being prepared for at the school

(Note: This could include before or after school clubs run by the school).

* Board and lodgings on residential visits (subject to remission arrangements).
* Provision of ingredients for Food Technology lessons where the pupil takes home the finished product.
* Entry fees for any missed public examinations where without good reason, the student does not turn up for an exam, having been fully prepared for it by the school and entry fees already paid.
* Examination board charges for external appeals (unless the request for a review of given marks comes from the school).

**Remissions Policy**

Charges for other ‘chargeable activities’ (e.g. residential trips, Duke of Edinburgh fees) may be fully or partially remitted for those students who are in receipt of free school meals and eligible for Pupil Premium funding. Details of any remission arrangements will be made clear when the parents are informed of charges for individual activities.