



Walthamstow School For Girls

"Neglect not the gift that is in thee"

Policy Document

Charging and Remissions Policy

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1. INTRODUCTION

This charging policy has been compiled in line with DFE requirements and in accordance with the Education Act 1996.

2. SCHOOL TRIPS

2.1 Day trips/activities

- 2.1.1 Activities taking place during, or mostly during the school day are free. However, in order to make activities viable, parents/carers may be asked to make a voluntary contribution towards the cost of the activity. Parents/carers may be asked to contribute more than the minimum amount in order to subsidise those students whose parents/carers have not contributed. The activity may have to be cancelled if there are insufficient contributions and the shortfall cannot be made up. No student may be left out of an activity because her parent/carer cannot, or will not, make a contribution of any kind.
- 2.1.2. If the activity falls partly within the school day but mainly out of school hours (e.g. leaving school an hour or so early with the activity going on late into the evening) then charges can be made.
- 2.1.3. No charge will be made for activities outside the school hours that are part of the National Curriculum or statutory Religious Studies, or that form an essential part of the syllabus for an approved examination.

2.2 Residential trips

- 2.2.1. For residential trips which take place largely during school time (more than 50% of the total time) or are essential to the National Curriculum, statutory Religious Studies or in preparation for prescribed examinations, a charge can be made for transport, board and lodging only, except for students whose parents/carers are receiving benefits, in which case a request for remissions should be made as per **Section 8**.
- 2.2.2. For residential trips which are not essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations, and the amount of school time on the trip is less than 50% of the total time, a charge can be made up to the full cost of the trip.

3. EXAMINATION ENTRIES

3.1. An examination entry fee may be charged to parents if:

- The examination is on the set list of subjects offered, but the student was not prepared for it at the school.
- The examination is not on the set list of subjects offered, but the school arranges for the student to sit it.

3.2. A charge will be made if:

- A student fails, without good reason, to complete the requirements of any public examination where the Governing Body or Local Authority originally agreed to pay the entry fee.

- 3.3.** Charges may not be made for any cost associated with preparing a student for an examination. However, charging is allowed for tuition and other costs if a student is prepared outside school hours for an examination that is not set out in the regulations.

4. OTHER EDUCATIONAL RESOURCES

- 4.1.** Students are required to provide basic equipment such as pens, calculators and dictionaries. The school will provide all material required for the study of the curriculum.
- 4.2** Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge will be made for the cost of the materials used.

5. MUSIC TUITION

- 5.1** Charges will be made in respect of individual music tuition and group music tuition of any appropriate size.
- 5.2** Applications for remissions can be made for music tuition (see **Section 8**).

6. DAMAGE / LOSS TO PROPERTY

- 6.1** A charge will be made in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair, or a lower cost at the discretion of the Headteacher.
- 6.2** A charge will be made in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge will be the cost of replacement or repair, or a lower cost at the discretion of the Headteacher.
- 6.3** Where damage, neglect or loss has occurred as a member of a group, the cost will be divided among all those deemed responsible.

7. SCHOOL MINIBUS

The school may charge for transport in their minibus if they hold a permit issued under Section 19 of the Transport Act 1985. A permit is not required if no charge is made in cash or kind. Charges may be used to recover some or all of the costs of running the vehicle, including loss of value, but the service may not make a profit, either directly through the fares charged, or incidentally as part of a profit-making activity.

8. REMISSIONS POLICY

- 8.1** Whenever charges are made, there are students whose family circumstances may exempt them from payment. The school may consider remission of payment for all or part of the charges, taking into account individual circumstances. Individual applications can be made for each individual activity for which remission of part/all of the charges is required.

If parents/carers wish to make a request for remissions, a letter of application should be made to the Business Manager, stating the case for remission. Any evidence which can be provided to support the case will be considered in making the final decision. If parents/carers

are unhappy with the decision of the school, they may appeal to the Governors' Resources Committee.

- 8.2** The school may decide not to make charges in respect of a particular activity if it feels this is reasonable in the circumstances.

Approved by the Governing Body

On 7 July 2026 (Date)

Signed

A handwritten signature in black ink, appearing to be 'A. B. Off', written over a light blue rectangular background.

(Chair of Governors)