



Congleton High School
Together in the Pursuit of Excellence

Charging Policy

Policy Lead:	N. Trigg
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Next review date:	June 2026
Approval needed by:	Local Governing Board

CONGLETON HIGH SCHOOL

CHARGING and REMISSIONS POLICY



Together in the Pursuit of Excellence

1. Introduction

This Charging Policy has been compiled in line with DCSF requirements in accordance with S449-462 of the Education Act 1996. It relates to all students on roll.

2. School Trips / Residential Visits

Day Trips

No charge will be levied in respect of day trips that take place during school hours or are an essential part of the curriculum (but also refer to Section 8).

Residential Trips – Essential

For residential trips which are an essential part of the National Curriculum, statutory RE or in preparation for prescribed examinations the school will not charge but will ask for voluntary contributions. The school may charge for boarding or lodging as appropriate.

Residential Trips – Non-essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a) if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b) if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodgings.

3. Examination Entries

A charge will be levied in respect of examination entries for student where the school has not prepared the student for the examination.

A charge will be levied in respect of examination entries for students where:

- The school has prepared the student for the examination and
- It considers that for educational reasons the student should not be entered and
- The student's parent/guardian wishes the student to be entered (or student him/herself when over 18 years old)

In these circumstances, if the student subsequently passes the examination, the school may refund the cost.

A charge may be levied when a student re-sits an examination, unless the student is being prepared for the re-sit at the school.

A charge may be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee. The charge levied above will be the cost of the examination entry, plus any applicable centre fee.

4. Materials and Textbooks

Where a student or parent wishes to retain items produced as a result of creative studies, a charge may be levied for the cost of the materials used. Essential textbooks are provided free of charge but in some subjects, additional revision material and books are available, for which a charge may be made.

5. Music Tuition

The school levies charges in respect of individual and group music tuition if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the students.

6. Activities Outside School Hours

No charges will be made for activities outside school hours that are part of the National Curriculum or religious education or that form an essential part of the syllabus for an approved examination (but also refer to Section 8).

If a student is prepared outside of school hours for an examination that is not set out in regulation (the full list of which is available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge of up to the cost of the activity will be levied.

7. Damage/Loss To Property

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair such lower cost that the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.

8. Voluntary Contributions

Where the school cannot levy charges and it is not possible to provide these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip.

Any request may not exceed the actual cost of providing the activity, divided equally by the number of students willing to participate. It may not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions collected to make the activity possible, then it will be cancelled. Parents of students on roll at the school may be invited to make a voluntary contribution to the Parent in Partnership or School fund.

9.0 Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities and will review charges annually in line with staffing costs and inflation.

The scale of charges will be determined annually by the Finance and Premises Sub-Committee. For users connected to the school, the charge may be based on the site staff overtime costs.

10. Other Charges

The Headteacher, Finance Sub-Committee or Local Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

11. Remissions Policy

Parents who are in receipt of certain state benefits will be exempt from the cost of board and lodging. The 'eligibility criteria' is aligned to that of free school meals.

Parents 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 / they will be remitted in full.

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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 guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Since 1 April 2018, all existing free school meals claimants have continued to receive free school meals whilst Universal Credit is rolled out. This applies even if their earnings rise above the threshold during that time.

In addition, any pupil gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals until March 2025.

After March 2025, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).

The Headteacher, Finance Sub-Committee or Local Governing Body may remit in full or part charges in respect of a student if it feels it is reasonable in the circumstances.

The Headteacher, Finance Sub-Committee or Local Governing Body may decide not to levy charges in respect of a particular activity if it feels it is reasonable in the circumstances.

The Charging and Remissions Policy will be reviewed annually.

Approved	Reviewed								
7.5.15	19.5.16	18.5.17	20.11.19	12.06.24	01.06.25	05.05.26			

