Lutterworth College

THE CHURCH OF ENGLAND

Charging & Remissions Policy

Administration of Policy	
Last review date	October 2025
Reviewed by	School Business Leader
Approval Level	Executive Headteacher/ Trust Directors
Review frequency	Every 2 years
Ratified by / date	Trust Directors / October 2026
Next review due date	October 2027
Exceptional changes approved (if required)	

Stakeholders			
Trust Leader	**X**	**Directors**	**X**
Headteacher	**X**	**Governors**	**X**
Deputy Headteachers	**X**	**Union Representatives**	**X**
SLT	**X**	**Students**	
ELT	**X**	**Parents**	
Support Staff	**X**	**Others**	

Statement of policy application

Lutterworth College is a Church of England (Voluntary Controlled) school and sixth form in South Leicestershire. The school was founded in 1880 to serve the town of Lutterworth and its surrounding communities. All school policies support the school's mission and objective of **'*enabling every young person to learn, flourish and succeed'*.** We enable this objective by having joint strategic aims of having the 'best teachers delivering the best learning' and by embedding the Be Christ values in our young people. The Be Christ values are that we ask our pupils to 'Be' Courageous, Hardworking, Reflective, Inspirational, Supportive and Tenacious.

All school policies have the underlying principle that Lutterworth College is a faith-based school. Our objective centres on the idea of the imitation of Christ and the values that are reflected in his life. As his teaching encourages human flourishing and wisdom so pupils are encouraged to share in that world vision. The courage of Christ underpins the school's motto '**Dare to be wise'**.

Contents

1. Aims 2

2. Legislation and guidance 3

3. Definitions 3

4. Roles and responsibilities 3

5. Where charges cannot be made 4

6. Where charges can be made 5

7. Voluntary contributions 7

8. Activities we charge for 7

9. Remissions 9

10. Monitoring arrangements 9

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1. Aims

Our school aims to:

Have robust, clear processes in place for charging and remissions

Clearly set out the types of activity that can be charged for and when charges will and will not be made

Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

Maintained schools insert:

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The Trust Board

The Trust Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The Trust Board also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the Finance, Risk, Audit & Personnel Committee.

4.2 Headteacher

The Executive headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

Implementing the charging and remissions policy consistently

Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

Admission applications

Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

Education provided outside school hours if it is part of:

- The National Curriculum (academies please note: although academy trusts don't have to follow the National Curriculum, you still can't charge for education that is part of the National Curriculum)
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer

Entry for a prescribed public examination if the pupil has been prepared for it at the school

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport

Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated

Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school

Transport provided in connection with an educational visit

5.3 Residential visits

Education provided on any visit that takes place during school hours

Education provided on any visit that takes place outside school hours if it is part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them

Optional extras (see section 6.2)

Music and vocal tuition, in limited circumstances (see section 6.3)

Certain early years provision

Community facilities

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board has arranged for the pupil to be provided with education)

Board and lodging for a pupil on a residential visit

Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

Any materials, books, instruments or equipment provided in connection with the optional extra

The cost of buildings and accommodation

Non-teaching staff

Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)

The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

If the teaching is an essential part of the National Curriculum

For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

There is no limit to the amount of the contribution or to the use which can be made of it, provided that parents/carers are aware of that use when they contribute.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

Examinations
Fees are charged for:

- Re-marking at the request of parents/carers
- An examination for which the student has not been prepared by the school
- A re-sit where no additional preparation has been provided by the school
- A student who fails, without good reason (in the judgement of the Directors of the Trust), to attend an examination or fails to meet any examination requirements of that syllabus including non-attendance
- A student who drops a subject for which an exam entry has been made and a cost incurred by the Trust
- Retake costs, and potentially original exam costs, for a student that has committed malpractice during an exam and has their exam result disqualified by the exam board

Finished Products
Where a parent/carer has indicated in advance a wish to own a finished product made at school, the parent/carer may be required to supply the ingredients or materials or be charged the cost thereof.

Transport
Parents/carers may be required to meet the cost of transport to and from home to an activity sanctioned by the Trust. This includes any costs related to work placements.

Activities arranged by third parties in school hours
A "Third Party" is somebody other than the school. A Third Party who arranges an activity during school hours may make a charge for their services to the parents/carers of the students who are released to participate.

Damage to property
A charge may be made to parents/carers for the cost of repair to any property damaged by a student.

Optional extras outside school hours

The Trust reserves the right to make charges for education provided as:

- An option – e.g. revision or booster classes
- An addition – e.g. an extracurricular language course

Participation must be on the basis of parents/carers' choice and willingness to meet the charges made. However, education provided to fulfil any requirements in the syllabus for a prescribed public examination or the statutory duties relating to the National Curriculum or religious education cannot be an extra and the only charge which can be made is for board and lodging.

Charges may include:

- Student's travel costs
- Student's board and lodging costs
- Materials, books, instruments and other materials
- Non-teaching staff costs
- Entrance fees (museums etc.)
- Insurance costs
- Costs of engaging teaching staff specifically for this activity, including their travel and board
- Fees for professional services

No Charges can be made for:

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education
- Musical tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- Entry for a prescribed public examination, if the student has been prepared for it at the school*
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school (However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parent/carer).
- Education provided on any visit that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip

* If a student fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Trust Board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents/carers 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:

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 guaranteed 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 4 weeks after you stop qualifying for Working Tax Credit

Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

10. Monitoring arrangements

The School Business Leader monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by School Business Leader every 2 years.

At every review, the policy will be approved by the Trust Board.