QUEEN'S CROFT
INSPIRING GREATNESS

Primitas Learning Partnership
Consultation Collaboration Support

Charging and Remissions Policy

This policy is written in accordance with the relevant terms of:
- The Education Act 1996;
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999;
- The Education (Prescribed Public Examinations) (England) Regulations 2010; and
- Department for Education guidance: Charging for School Activities (2018).

This policy should be read in conjunction with the Primitas Learning Partnership Charging and Remissions Policy. As a school within the Trust, Queen's Croft High School adopts the principles of the Trust policy while setting out local arrangements that apply specifically to our school context.

Key Principles

The Trustees and Local Governing Committee endorse that no pupil should have access to the core curriculum limited by charges. The intention is to establish and maintain a fair and coherent system of charges within the constraints of the school budget.

Charges may be made for the following activities:

- Board and lodging costs on residential visits (not to exceed the actual costs)
- The proportionate costs for an individual pupil of activities wholly or mainly outside school hours ('optional extras'), including:

- travel
- materials and equipment
- non-teaching staff costs

- entrance fees
- insurance costs

- Individual or group tuition in the playing of a musical instrument
- Re-sits for public examinations where no further preparation has been provided by the school. This includes the re-marking of exam papers. Where parents/carers or pupils request a re-mark of an examination paper, the fee charged by the awarding body will be passed on in full, unless the school itself has requested the re-mark. Where the outcome of the re-mark changes the awarded grade in the pupil's favour, the fee will be refunded.
- Costs of non-prescribed examinations where no further preparation has been provided by the school
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Letting of the school premises or grounds (subject to separate Lettings Policy)
- Extended school care activities (e.g. breakfast club, after school club, holiday clubs)
- Charges for materials or ingredients where parents/carers wish to own the finished product
- Transport to work experience or enrichment activities where appropriate
- Tickets for drama/music productions in school

Activities for which charges will not be made:

Charges will not be made for any activities which are part of a prescribed examination syllabus or are in fulfilment of National Curriculum requirements.

Activities wholly or mainly within school hours should not normally be chargeable. However, instrumental music tuition and/or loan of instruments may be charged.

In practical subjects, parents may be asked for a contribution towards the cost of materials or ingredients, if they have indicated in advance that they wish to own the finished product.

Trips and Residentials

Voluntary contributions may be invited for trips or activities which take place mainly within school hours. No pupil will be excluded because of the ability or willingness to pay; however, trips may be cancelled if the level of contributions does not meet budgetary requirements.

Trips which take place mainly out of school hours are usually chargeable. Residential visits will always include charges for board, lodging and travel costs, subject to statutory exceptions.

Remissions and Concessions

Queen's Croft High School will give consideration to the remission of charges to parents/carers who are in receipt of certain benefits, including:

- Income Support
- Income-based Jobseeker's Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income-related Employment and Support Allowance
- Working Tax Credit (run-on)
- Universal Credit

Eligible families will be dealt with confidentially. The Co-headteachers, on behalf of the Local Governing Committee, will authorise any remissions.

Voluntary Contributions

The school may ask for voluntary contributions for general funds and/or to support activities that enrich pupils' education. Though contributions are voluntary, a planned activity may not go ahead if insufficient contributions are received.

Further Information

If any parent or carer requires further information relating to charging or remissions, they should contact the Co-headteachers at Queen's Croft High School.

Approved by: Local Governing Board
Adopted: October 2025
Review cycle: Annually
Next Review Due: **October 2026**