



# CHARGING & REMISSION POLICY

**GB Committee Responsible:**

**Finance and Site**

**Reviewed by:**

Terry Killick

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**Approved by Committee:**

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May 2026

# **BENTLEY WOOD HIGH SCHOOL**

## **CHARGING & REMISSION POLICY**

### **1. INTRODUCTION**

Bentley Wood High School acknowledge the immense value of Educational Visits to young people, and fully support and encourage all visits that are correctly planned, managed and conducted.

The Governors at Bentley Wood High School wish to ensure that all students have full and free access to a broad and balanced curriculum and this will include off-site visits. This policy aims to provide clarity over those visits which the school will provide free of charge and for those where there may be a charge. The policy is informed by the DfE guidance (which can be found here: <https://www.gov.uk/government/publications/charging-for-school-activities>) and 'a guide to the law for school governors'.

This policy complements the school's policies on Equal Opportunities, Educational Visits, Learning Teaching and Assessment has been formulated to sit within the school's Aims and the School Improvement Plan and reflects the Government's statutory policy.

**2. Admissions** – No charge will be made for admission.

### **3. School Meals**

3.1. No charge will be made for students entitled to Free School Meals (Pupil Premium).

3.2. We will charge all students not entitled to Free School Meals an amount determined by the contractor or the Governing body of the school, as appropriate.

### **4. Responsibilities**

The Governing Body and Headteacher will ensure that staff are familiar with and correctly apply the policy. When planning activities that incur costs to the school and or charges to those with parental responsibility, the principles of 'best value' will be observed by members of staff. The Governing Body will review the policy annually.

### **5. Policy Statement**

All activities that are a necessary part of the National Curriculum plus Religious Education and all activities which take place during the school day\* and which form part of the approved examination syllabus being followed by students at Bentley Wood High School (except Instrumental Tuition – see below) will be provided free of charge and includes any materials equipment and transport to take students between the school and the activity. (\* *The school day is defined as all activities that take place in either the morning or afternoon sessions. The morning session is from 9am until 12.40pm and the afternoon session is from 1.30pm until 3.10pm*).

The only exceptions to this are:

### **5.1 Instrumental Tuition**

- a) No charge will be made if the music tuition is an essential part of the curriculum or a public examination syllabus being followed by the student studying at the school. This includes instrument hire and music books.
- b) No charge will be made for instrumental and vocal tuition within school hours for students in care. This includes instrument hire, music books etc.
- c) We will charge for all other instrumental and vocal tuition requested by parents/carers and delivered by specialist peripatetic music tutors within school hours, whether offered to an individual or group of students. Charges will be determined by the Headteacher and may vary depending on various factors (e.g. size of group, length of lesson, type of instrument.)

### **5.2 Examinations**

There will be no charge for these fees except in certain unusual circumstances e.g.:

- a) The examination is on the set list, but the student was not prepared for it at Bentley Wood High School.
- b) The examination is not on the set list but Bentley Wood High School arranged for the student to take it.
- c) A pupil fails without good reason to complete the requirements of any public examination where the school originally paid or agreed to pay for the entry fee.

### **5.3 Residential Activities**

Charges are made for transport to and from residential activities and will also be made to cover costs (e.g. board and lodging) when the number of school sessions missed by students, total half or more of the number of half-days taken up by the residential activity, except from those with parental responsibility who are in receipt of the following eligible benefits:

- 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 that Working Tax Credit is not also received, and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

It should be noted that 'Children Looked After' (CLA) students can usually have the cost of an educational activity costing in excess of £100 paid for by Social Services.

## **6. Voluntary Contributions**

- 6.1. The School may invite parents/carers to make a voluntary contribution towards activities that are exempt from charging. These charges may include contributions to cover travel, entrance fees and contributions to offset the cost of replacement teaching staff to cover for students whose teacher is accompanying the trip.
- 6.2. Where a voluntary contribution is requested the School will make it clear that students of parents/carers who choose not to contribute will not be treated differently from those that do. No student will be excluded from the activity if their parents/carers do not make a voluntary contribution.
- 6.3. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents/carers when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be refunded or, with the consent of the parents/carers, held on account to help fund a future activity for those students.

## **7. Damage to School Property**

- 7.1. We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.
- 7.2. We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

## **8. School Mini-bus**

Travel in the school minibus is free.

## **9. Remissions and Concessions**

- 9.1. Where a student is entitled to Pupil Premium support the School will remit the cost of board and lodgings for any residential activity organised by the school for the student, if the activity is deemed to take place during school hours or where it forms part of the syllabus for a prescribed public examination being followed at school.
- 9.2. In other circumstances there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the School will invite parents/carers to apply, in confidence, for the remission of the charges in part, or in full. Authorisation of remission will be made by the Headteacher.