



Saint Aidan's Church of England High School

Charging and Remissions Policy

Author:	Vicky Leah
Reviewed by:	Vicky Leah
Review date:	May 2025
Next review date:	May 2026
Adopted by Governors Policy Review Group:	19th May 2026
Adopted by Full Governors:	30th June 2026

INTRODUCTION

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statement on charging and is reviewed on an annual basis.

1 CHARGING POLICY

1.1 ACTIVITIES WITHOUT CHARGE

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry students between the school and an activity;
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the student is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition which is part of the National Curriculum or a public examination syllabus being followed by the student. Unless the tuition is provided at the request of the pupil's parent / carer.
- Instrumental and vocal tuition for children looked after;
- Entry for a prescribed public examination provided that the student has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit at the school (note: if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents)

1.2 VOLUNTARY CONTRIBUTIONS

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- Any children of parents/carers who do not wish to contribute will not be treated any differently;
- Where there are insufficient contributions to make the activity viable or the school cannot fund it from another source, then the activity will be cancelled. This should be made clear to the parents/carers from the outset.

All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary and that there is no obligation to contribute.

1.3 CHARGEABLE ACTIVITIES

The school may recover the full costs of the following activities which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours which are not:
 - a) Part of the National Curriculum;
 - b) Part of a syllabus for a prescribed public examination which the student is being prepared for at school;
 - c) Part of religious education.
- Board and lodgings on residential visits (subject to remission arrangements).
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).
- Any materials, books, instruments or equipment, where the student's parent/carer wishes him/her to own their own.
- Cost of entering a student for a public examination not prescribed in regulations, and for the cost of preparing a student for that examination outside school hours.
- Cost of entering a student for a prescribed public examination including re-sits where no preparation has been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers (see Appendix B).
- Extended day services offered to students (for example breakfast club, after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body).
- Music School tuition (see Appendix B)
- Foreign exchange visits.
- Community facilities

In 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.

2 REMISSIONS POLICY

- There will be no charge for board and lodgings for students whose parents/carers are receiving specified benefits. This is subject to change but usually equates to students being eligible for free school meals.
- Charges for other “chargeable activities” may also be fully or partly remitted. Where appropriate Governors approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted.
- Details of any remission arrangements will be made clear when parents/carers are informed of charges for individual activities.

APPENDIX B

MUSIC TUITION

Link to Government guidance:

[The Charges for Music Tuition \(England\) Regulations 2007](#)

[Children Act 1989 \(legislation.gov.uk\)](#)

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).