Charging and Remissions

Policy

2026 – 2027

BELONG · INSPIRE · GROW

THE GROVE
PARTNERSHIP

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Head Teachers signature:	

Contents

1. Aims 2
2. Legislation and guidance 2
3. Definitions 2
4. Roles and responsibilities 2
5. Where charges cannot be made 3
6. Where charges can be made 4
7. Voluntary contributions 6
8. Remissions 6
9. Items on loan to staff & Pupils 6
10. Use of photocopier (staff) 7
11. Occupational Health Services 7
12. Training 7
13. Recovery of Costs 7
14. Monitoring arrangements 7
Appendix A 8

1. Aims

The Grove Partnership believes in the highest quality of provision for its pupils and allocates resources appropriately and within guidelines to ensure that good value for money is achieved.

We aim 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 be made.

2. Legislation and guidance

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

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 Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate to a committee, an individual Governor, Head Teacher or Business Manager.

In our school, responsibility for approving the charging and remissions policy has been delegated to the HR, Premises & Financial Analysis committee. This committee is also responsible for monitoring the implementation of this policy.

4.2 The Head Teacher/Business Manager

The Head teacher/Business Manager are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

All staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the Head Teacher/Business Manager of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The Business Manager will provide staff with supporting information in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the Head teacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the school 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.
    - 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.
- 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

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

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Governing Body or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

5.3 Residential visits

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

- 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit.

5.4 Food Technology

Ingredients for food technology lessons are provided by the school free of charge.

5.5 School Meals and snacks

- Lunch is provided for all pupils free of charge if required.
- The school operates a breakfast club. The Head Teacher has decided not to ask for any contribution from parents/carers.
- The school provides fruit and light refreshments to pupils at break free of charge to pupils only.
- There will be no charge to pupils for refreshments provided as part of the school reward scheme.

6. Where charges can be made

Below we set out **what the school can charge for.**

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional extras (see below).
- Music and vocal tuition, in limited circumstances.
- **Examination fees will be recouped when the pupil fails to attend without prior notification**
- Community facilities.

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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; for example; vocational courses such as constructions. In these cases parents will be asked for a contribution.
- A syllabus for a prescribed public examination that the pupil is not being prepared for at the school.
- Religious education.

- A charge will be levied in respect of examination entries and re-sits for pupils where the school has not prepared the pupil for the examination. Where there is a request to enter pupils to sit external examinations which have been paid for by the school, this will be re-charged according to the fees levied by the respective exam board.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body 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 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 which is to be charged for.

6.3 Music tuition

No charge is made for music/vocal tuition where it is part of the curriculum. A charge will be levied where additional tuition has been requested by a parent/carer.

6.4 Residential visits

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

The Governing Body has determined that no charges will be made in respect of residential trips which contribute to the educational and social development of the pupils.

6.5 School Uniform

We do not supply school uniform; this is purchased by parents from local suppliers such as supermarkets to ensure the cost is kept to a minimum.

Each pupil is provided with a school tie, if this tie is misplaced then parents will be charged for a replacement tie (£6.00).

6.6 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) belonging to the school or a third party. The charge will be the cost of replacement or repair, or a lower cost may be set at the discretion of the Head Teacher. Invoices will be raised by the School and debt recovery action will be taken for any non-payment.

In cases of accidental damage to property by pupils and staff, the decision as to whether the school should cover the full cost is at the discretion of the Head Teacher. In any matter of dispute arising over interpretation, the Finance Committee will be guided by the DFE and the Local Authority.

7. Voluntary contributions

Where the school cannot levy charges and it is not possible to make 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 or activity. Pupils 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 to make the activity possible, then it will not take place.

8. Remissions

We believe that no pupil should be disadvantaged as a result of home or family circumstances and apply a remissions policy. 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 Governing Body and will depend on the activity in question.

8.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

Income Support

Income Based Jobseekers Allowance

Income related Employment and Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

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).

9. Items on loan to Staff & Pupils

The school loans items to staff including laptops and mobile phones. These items are the responsibility of the user at all times, in school and off site including the individual's home. In circumstances where items of school property are lost or damaged the cost of repair or replacement cannot be claimed through the school's insurance. The cost of repair or replacement will be the responsibility of the user. Staff should ensure that their personal insurance/household cover can cover the cost of replacement/repair.

In the event of theft of school items whilst not on the school premises, staff are asked to claim on their home insurance. If they are unable to do so because they do not have appropriate cover in place then staff are asked to provide evidence of this and complete relevant paperwork in line the SLA (Risk and Insurance team). The insurers reserve the right to investigate all claims.

On occasion equipment is loaned to pupils and a returnable deposit may be requested. The amount will be set by the Head Teacher.

10. Use of school photocopiers (Staff).

The use of school office equipment such as photocopiers for private purposes is permitted subject to authorisation from the Business Manager. The school will levy a charge for use of such facilities. The scale of charges is available from the School Business Manager.

11. Occupational Health Services (Staff)

In circumstances where a member of staff fails to attend or cancel an Occupational Health Appointment (including physiotherapy) without giving the required notice, the member of staff will be liable for any cancellation costs. Charges are determined by the Occupational Health provider.

Optional extras

- Individual requests for financial support to enable pupils to access developmental activities which are not being delivered by the school will be considered on a case by case basis by the Governing Body. Requests must be made in writing.

- The Head teacher, Finance Committee or Management Committee may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

- The Head Teacher/Business manager may levy charges for the sale of obsolete or unwanted items of school property to staff or third parties

12. Training

A charge will be levied to Oldham LA schools for training provided by The Grove Partnership. Each request for training will be looked at on an individual basis and a decision on charges will be made by the Business Manager.

Funding Agreements are in place to outline a repayment provision if a member of staff leaves their employment within a certain time frame after being booked onto or attending a training course. The agreement contains the rate of repayment on a sliding scale according to if/when the member of staff ceases their employment. The decision on whether a funding agreement is applicable is made by the Head teacher.

13. Recovery of Costs

The school has a protocol for the recovery of costs in relation to chargeable activities (see Appendix A). Payments can be made in cash or by cheque to the school office. Where attempts by the school to recover costs have failed the school will consider, in all cases, the possibility of taking legal action to recover the debt.

In situations where a debt has accrued, consideration will be given by the Head Teacher/Business Manager to writing the debt off in accordance with the following limits:

- Up to £100 – Head Teacher/Business Manager may authorise write off.
- Over £100 – Governing Body Finance Committee may authorise write off.

10. Monitoring arrangements

The Head Teacher / Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy was originally adopted by the Management Committee on 7th November, 2016

Reviewer: C Jones	Date of Review: 12th October 2020
Reviewer: C Emerson	Date of Review: 17th November 2021
Reviewer: C Emerson	Date of Review: 8th February 2023
Reviewer: C Emerson	Date of Review: 23rd July 2024
Reviewer: C Emerson	Date of Review: 17th July 2025
Reviewer: C Emerson	Date of Review: 27th July 2026

This policy will be reviewed on an annual basis and following each review will be shared with the Management Committee.

Publication of Information

This policy will be published on the School Website.

Appendix A

Protocol for the recovery of costs

Where payments for goods/services provided by the school are made after the provision takes place, the following protocol will be followed:

This protocol applies to the recovery of costs in association with the following:

- Alternative provisions
- Damage to property
- Use of fleet vehicles
- Training
- School mobile phones
- School photocopying equipment
- Recoupment of examination fees for pupils

Step A: An official invoice will be raised by a delegated member of the admin team to the debtor as soon as possible after the provision of the goods/service has been delivered.

Step B: A file of copy invoices will be maintained by the appropriate officer, this will be arranged numerical order with the most recent on top.

A spreadsheet should also be kept listing date of invoice, invoice number, name of debtor, invoice amount, date invoice paid and the amount paid this will act as a control record for sending reminders and chasing unpaid debts.

Step C: When an invoice is paid, details of the payment must be written on the copy invoice.

Process for Unpaid Invoices

Step 1: 1st reminder must be sent out after 30 days.

Step 2: 2nd reminder/phone call must be made after 40 days.

Step 3: As well as sending formal reminders, all efforts must be made by the school to contact the debtor in order to secure recovery of the debt. If the debt is still outstanding after 60 days it must be referred to the School Business Manager for assessment.

If the debt is a substantial amount the School Business Manager will refer the debt to the HR, Finance and Premises Committee for consideration of relevant action to be taken.