
Queen Elizabeth's School

CHARGING & REMISSIONS POLICY

Introduction

The Governing Body recognises the valuable contribution that a wide range of activities, including participation in clubs and trips, can make towards a pupil's education. The School therefore aims to promote and provide such activities as part of a broad and stimulating curriculum and as additional optional activities. This Policy sets out the circumstances in which it is permissible to charge for these activities and where it is appropriate to remit all or part of such charges.

School trips and activities

To enable the delivery of a first-class and rounded education, a wide variety of trips and activities are organised and run by the School's staff. Some of these trips and activities occur in School time and others occur outside of the School day.

It is necessary for the School to make it clear to parents that any activities which take place in School time cannot be charged for. Further, no charge can be made for any education provided outside of School hours if this forms part of the National Curriculum, forms part of the syllabus for a public examination or consists of religious education. The exceptions to this are as follows:

Permitted charges

- (i) Board and lodging for educational residential trips which:
 - a) form an essential part of the School's curriculum;
 - b) form part of the syllabus for a public examination; or
 - c) are for religious education.

- (ii) If the trip or activity is held wholly or predominantly outside of School hours and does not fall into the categories described at (i) above, it is regarded as an 'optional extra'. A charge may therefore be made for the full cost of the trip or activity, including board and lodging, travel, additional staff costs, entrance fees, materials, equipment and insurance. However:
 - a) The charge must not exceed the actual cost of providing the activity;
 - b) The charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

The Visit Leader is responsible for producing a budget for a trip, but these are scrutinised and approved by the Chief Financial Officer (Head of Finance) on EVOLVE. Appropriate contingency is built into the budget to mitigate overruns.

Once the budget and cost per pupil is approved, communications will be sent to parents to set up payment. This will include a schedule with deadlines for payment. This may be as a one-off payment or in instalments as appropriate for nature/timing of the trip, the cost and the circumstances of participating families.

Parental contributions towards trips are monitored by the Finance Team, and any outstanding payments are pursued by either the Visit Leader or the Finance Team contacting parents.

Upon completion of a trip, the account is reviewed by the Finance Department - checking the budget against actual spend. If the remaining balance is significant (excluding the administration fee and contingency) the balance is refunded to, or collected from, the relevant parents.

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Voluntary contributions

The restrictions on charging do not prevent the School from asking for voluntary contributions for activities or equipment. The School will make clear where contributions are voluntary and will not discriminate against those unable to pay. Some activities may not be able to proceed if the level of voluntary contributions from parents is insufficiently high and therefore it is hoped that parents will wish to contribute. This will be made clear when seeking voluntary contributions.

Public examination entries

At the appropriate time, pupils are entered for public examinations in all those subjects for which they have been prepared by the School as part of its curriculum, met the coursework requirements and achieved the necessary standard. Parents are kept fully informed of their son's progress towards examinations throughout the course. Provided these criteria are met, the School will pay the full entry fees for all examinations. The exceptions to this are as follows:

Examination charges

Examination services are chargeable when they are at the specific request of pupils and/or parents. Such services may fall into, but are not limited to, the following categories:

- (i) Sitting an examination in a subject which does not appear on the School's curriculum, for example a community language such as Greek or Gujarati;
- (ii) Resitting an examination, if not being prepared for the re-sit at the School, or if a pupil fails, without good reason, to meet any examination requirement for a syllabus;
- (iii) Raising an enquiry with the Examination Board about a result, including a re-mark or return of script.

The School passes on Examination Board and Examiner costs incurred in providing the service, plus an administration fee which varies according to the type of service provided. Details of charges for each service are maintained in the School's Examinations Office.

Other circumstances for which a charge may be made

These fall into the following categories:

1. Music tuition

Peripatetic teachers make a charge in respect of musical instrument or vocal tuition for individuals or groups, where this is at the request of the pupil's parent and is not a core requirement for a public examination syllabus.

2. The extended curriculum

Peripatetic teachers make a charge in respect of optional tuition or coaching for individuals and groups when this takes place beyond the School day e.g. Spanish, Karate or Fencing clubs.

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3. School uniform

Parents must provide at their own expense full School uniform as prescribed in the School's Uniform Policy, including all items of compulsory sports kit. Other items such as simple protective clothing e.g. art overalls or aprons, may also be required to be purchased.

4. Materials and textbooks

Where a pupil and/or their parents wishes to retain items produced as a result of art, design or technology (including Food Technology), a charge may be levied for the costs of the materials used. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

5. Damage to or loss of property

A charge will be levied in respect of wilful damage, neglect or loss of School property (including premises, furniture, equipment, IT, books or materials), the charge to cover the full cost of replacement or repair, or a lower amount at the Headmaster's discretion. The cost of normal wear and tear and reasonable accidental breakage will be met by the School.

Remissions

The Governing Body may remit in full, or in part, charges in respect of a pupil if it feels it is reasonable in the circumstances. If parents have difficulty in paying for an activity, they should not hesitate to write in the first instance to the Headmaster who will advise as to what assistance is available. All remissions must be authorised in advance by the Headmaster.

The Pupil Premium

The Pupil Premium is additional funding given to schools by the Department for Education to raise the attainment of and enhance the education of the most socio-economically disadvantaged children. Pupil Premium funding is paid to schools according to the number of pupils who have been registered as eligible for Free School Meals (FSM) at any point in the last 6 years or have been adopted from local authority care.

Pupil Premium funding is, however, not ring-fenced and schools are free to spend the extra money as they see fit. The receipt of FSM has been used by the Government as an indicator of deprivation and the Governing Body may use this as an indicator as to those pupils at Queen Elizabeth's who may need extra support and financial assistance. However, the Governing Body also recognises that not all pupils who receive FSM are socially disadvantaged and that not all pupils who are socially disadvantaged qualify for FSM. They therefore reserve the right to allocate Pupil Premium funding to support any pupil or groups of pupils which the School has legitimately identified as being those who would benefit from it.

The extra support may take a wide range of forms, including facilitating pupils' access to the curriculum, providing additional teaching and learning opportunities, providing extra support and intervention and for the purposes of remission.

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*LINKED
POLICIES*

- ❑ *Educational Visits Policy*
- ❑ *Enrichment Policy*
- ❑ *Equal Opportunities Policy*
- ❑ *Governors' Statement of Education*
- ❑ *Home-School Agreement*
- ❑ *Pupil Discipline Committee*
- ❑ *Uniform Policy*

REFERENCES

- ❑ *Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities, DfE 2018*
 - ❑ *Education Act, 1996*
 - ❑ *Charges for Music Tuition (England) Regulations 2007*
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Approved by the Governing Body on 27 February 2025

Signed

A.N. Gaskell, Chairman of the Governing Body