



Think Big, Chase Dreams, Succeed Together.

Charging and Remissions Policy

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1. Introduction and Scope

The Governing Body of Shuttleworth College have a duty to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. This policy is compliant with sections 449-462 of the Education Act 1996 which set out the law on charging in schools maintained by local authorities in England.

2. Prohibition of Charges

The school recognises that legislation prohibits charges for the following:

- An admission application to the school or any requests for financial contributions as any part of the admissions process.
- Education provided during school hours including the supply of any materials, books or other equipment.
- Education provided outside of school hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent.
- Entry for a prescribed public examination, if the student has been prepared for it at school.
- Examination re-sits if the student is being prepared for the re-sits at school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- Transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated.
- Transport that enables a student to meet an examination requirement when he/she has been prepared for that examination at the school.
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip

3. Charges

The Governing Body recognises the requirement to make charges in respect of the following:

- The actual cost of Board and Lodging on visits involving overnight stay.
- The full cost of any voluntary activity which takes place outside of school hours.
- Transport (other than transport that is required to take the student to school or to other premises where the local authority/ governing body have arranged for the student to be provided with education)
- The full cost of lessons in musical instruments, including tuition, sheet music and hire or cost of instrument, asked for by parents/carers, whether they are in or out of school hours.
- The full cost, including administration, of entry for exams:
 - (a) not prescribed by the Education Secretary;
 - (b) for which the school has not prepared a student;
 - (c) that the school has said a student should not be entered for;
 - (d) paid for by the school but where a student fails to do all parts of the exam;
- The actual costs of putting right damage, loss or defacement of school buildings and equipment;
- The actual cost of materials used in practical subjects where the parent/carer or student wants to keep or use what is made.

4. Remissions

Parents who can prove they are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

The school has a fund available to enable families in financial difficulty to send their children on school visits/activities. Any parent wishing to access this fund should apply in writing to the Business Manager or Headteacher.

4. Voluntary Contributions

Parents may be invited to make voluntary contributions to the following:

- Activities within a curriculum area
- To support educational visits and trips
- To help with associated travel costs

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represent a charge. In addition, the following will be made clear to parents in the case of all voluntary contributions:

- No student is stopped from taking part in any activity because their parent/carer could not, or did not want to, contribute.
- That the contribution is genuinely voluntary and that the parent has no obligation to pay.
- If insufficient voluntary contributions are received the school reserves the right to cancel the event.

The responsibility for determining the level of voluntary contribution is delegated to the Business Manager.

The Governing Body recognises that without a great increase in money available to schools, some contributions from parents/carers will be needed. They are dedicated to ensuring that these contributions will be used in such a way as to enrich all students' school work without penalising anyone whose parents/carers cannot, or will not, pay.