



## CHARGING AND REMISSIONS POLICY

### Introduction

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities.

### Charging Policy

Tonbridge Grammar School's Charging and Remission Policy is in accordance with statutory guidance and guidance issued by the Department for Education "Charging for School Activities" May 2018 <https://www.gov.uk/government/publications/charging-for-school-activities>

### Education

Tonbridge Grammar School **does not charge** for:

- 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, or part of a syllabus for a prescribed public examination that the student is being prepared for at school, or part of religious education
- Group or individual instrumental or vocal tuition, unless the tuition is provided at the request of the student's parent or carer
- Entry for a prescribed public examination if the student has been prepared for it at school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Tonbridge Grammar School **does charge** for:

- Any materials, books, instrument or equipment where the student's parent or carer wishes her/him to own them

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- Individual and group instrumental and vocal tuition provided at the request of the student's parent or carer
- Optional extras (see below)
- Community facilities
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- If a student fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the student's parent or carer

### Optional Extras

Tonbridge Grammar School provides a wide range of activities which are charged for as optional extras. Optional extras are:

- education provided outside of school time that is **not**:
  - part of the required curriculum
  - part of a syllabus for a prescribed public examination for which the student is being prepared at school
  - part of religious education
- examination entry costs and fee(s) if the student has not been prepared for the examination(s) at school
- the cost of examination board remarks, appeals and reviews requested under the internal appeals procedure (JCQ requirement)
- transport, other than transport required to take the student to school or other premises where the Trust Board has arranged for the student to be provided with education
- board and lodging for a student on a residential visit
- extended day services offered to students (for example breakfast club, after-school clubs, tea and supervised homework sessions). Action for Years 7 and 8 is an optional extra as it is outside the school day for these year groups.

When calculating the cost of optional extras, an amount may be included in relation to:

- materials, books, instruments, or equipment provided in connection with the optional extra
- the costs of buildings and accommodation
- non-teaching staff

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- teaching staff engaged under contracts of service 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
- the charges levied by the payment services agent

Tonbridge Grammar School does not charge more than the actual cost of providing an optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parent or carer is 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 students who do not wish to participate.

Student participation in an optional extra activity is on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

Where the number of students who can participate in an optional extra activity is limited, Tonbridge Grammar School will make it clear to parents or carers at the outset what the policy for allocating places will be.

### **Residential Visits**

Tonbridge Grammar School does not 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 required curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at school, or part of religious education
- supply teachers to cover for teachers who are absent from school accompanying students on a residential visit.

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Tonbridge Grammar School does charge for board and lodging, not exceeding the actual cost.

### **Voluntary Contributions**

Tonbridge Grammar School may request voluntary contributions from parents or carers of students:

- for the benefit of the whole school. Donors are able to make gift aid declarations which increase the value of the gift to the School;
- towards school or residential activities which cannot be funded without voluntary contributions such as school trips. It will be made clear to parents or carers at the outset if the activity cannot be funded without voluntary contribution and that there is no obligation to make any contribution.
- towards materials for Visual Art and Design Technology in Years 7 – 13.

No student will be excluded from an activity because parents or carers are unwilling or unable to pay. If voluntary contributions are insufficient to fund a visit or the school cannot fund it from some other source, the visit will be cancelled.

### **Remissions Policy**

In the case of residential visits, parents and carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit

Children of families who receive these payments are also entitled to free school meals.

<https://www.gov.uk/apply-free-school-meals>

Tonbridge Grammar School may access Pupil Premium Funding on behalf of qualifying families to meet any payments detailed in this policy.

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In other circumstances parents and carers are invited to apply to the Head Teacher in complete confidence for assistance from the School's bursary funds.

### **Refunds**

Where an activity is cancelled or a surplus arises on an activity, Tonbridge Grammar School will refund payments subject to the following:

- Refunds may be made net of charges incurred by the School including Payment Services provider charges and insurance costs
- Where refunds are less than £10 per student, the School will not make refunds but retain surplus funds for educational and visit purposes.

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