

The Friary School

CHARGING & REMISSION POLICY



Introduction

This policy is written to comply with the relevant terms of:

- The Education Act 1996
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- The Education (Prescribed Public Examinations) (England) Regulations 2010 Charging for School Activities (DfE Departmental Advice, October 2014)

This policy is designed to provide clarity to the processes and considerations around charging and remissions at The Friary School.

Key Principles

The Governors endorse that no student should have access to the core curriculum limited by charges.

The intention throughout is to establish and maintain a fair and coherent system of charges within the constraints of the school budget.

Charges may be made for the following activities:

- Students' board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual student for activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - * travel
 - * materials and equipment
 - * non-teaching staff costs
 - * entrance fees for students
 - * insurance costs
 - * individual or group tuition for musical instruments
 - * re-sits for public examinations where no further preparation has been provided by the school
 - * costs of non-prescribed examinations where no further preparation has been provided by the school
 - * any other education, transport or examination fee unless charges are specifically prohibited
 - * breakages and replacements as a result of damages caused wilfully or negligently by a student
 - * extra-curricular activities and school clubs
 - * letting of the school premises or grounds
 - * extended school care activities such as breakfast club, after school club and holiday clubs
 - * charges for materials or ingredients where the students' wish to have the finished product
 - * cost of transport to take part in work experience

Charges will not be made for any activities which form part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.

Activities which are wholly or mainly within school hours should not normally be chargeable. However, instrumental music tuition and/or loan of instruments will be charged.

In practical subjects, parents may be asked for the full or partial cost of materials or ingredients, or if they have indicated in advance that they wish to own the finished product.

All deposit payments will be specified as such and will be non-refundable in order to ensure the school is not left liable for debts incurred by a student / parent decision to withdraw from an activity.

Trips & Residentials

Voluntary contributions may be invited for core curriculum trips or activities which take place mainly within school hours and, though no student will be excluded because of the ability to pay, a trip may be cancelled if the level of contributions does not meet budgetary requirements.

The school will define trips and residential as either core curriculum or extended curriculum, with the former being provided for all students free of charge, or with a voluntary contribution, whilst the latter will depend on a requisite parental contribution and as a part of school rewards.

Trips which take place mainly out of school hours are usually chargeable.

Residentials will always include charges for board, lodging and travel costs, subject to statutory exceptions.

Remissions & Concessions

The Friary School will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income-Based Job-Seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income-Related Employment and Support Allowance
- Working Tax Credit (run on)
- Incapacity Benefit
- Widow's Pension
- Universal Credit

Children of families who receive these payments are also entitled to Free School Meals (FSM). Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher at the school will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and students; for example, when in receipt of Pupil Premium funding.

This charge will be determined by the number of students in the Year group and the total cost divided equally between each child.

Further Information

If any parent / carer requires further information relating to charging or remissions they should direct their enquiry to Amy Develin, Finance Manager at The Friary School via office@friaryschool.co.uk.

Reviewed By	Full Governors	Implementation Date	April 2026	Review Date	Apr 2028
--------------------	-------------------	--------------------------------	------------	--------------------	----------