
CHARGING AND REMISSIONS POLICY [029]



Approved by:	Management Committee	Date approved:	June 2025
Date reviewed:	June 2025	Next review due by:	June 2026
Policy Lead:	Nadine Gooding-Hebert, Headteacher	Ownership:	Management Committee

1. Aims

At Pilgrim Pathways School 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 and will not be made
- Offer a range of activities and visits, within the limits of our hospital settings, whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

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 to 462 of which set out the law on charging for school activities 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 Management Committee

The Management Committee has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The Management Committee also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the Business and Finance Committee.

4.2 Headteachers

The headteacher is responsible for ensuring Teachers-in-Charge are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Teachers-in-Charge

Teachers-in-Charge are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

4.4 Parents/carers

Parents/carers are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

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

5.1 Education

- 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 if this is part of the curriculum offer, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer,
- Entry for a prescribed public examination if the pupil is on roll at the Pilgrim Pathways School as their main education provider.
- Examination re-sit(s) if the pupil is on roll at the Pilgrim Pathways School and is being prepared for the re-sit(s).

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Management Committee or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit within school hours

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.3)
- Music and vocal tuition, in limited circumstances (see section 6.4)
- Entry for a prescribed public examination and/or examination re-sit(s) in any of the circumstances outlined below (see section 6.2)

6.2 Examination Entries

- A charge will be levied in respect of examination entries for pupils where the Pilgrim Pathways School / Home Treatment Team has not prepared the pupil for the examination, and/or where the pupil is not enrolled at the Pilgrim Pathways School at the time of the exam (e.g.: Electively Home Educated pupils)

- A charge will be levied to recoup costs where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- A charge will be levied in respect of examination entries for pupils where the Pilgrim Pathways School has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parents/guardian wishes the pupil to be entered.

NOTE ON FEES

Exam fees will be charged in line with costs set by the individual Exam Boards, which may vary between Exam Boards and from year to year. Exam fees can be standard, high or late high depending on the point exam entries are made. The deadline dates for entries and fees are published each year by individual exam boards.

NOTE ON REMARKING OF EXAMINATIONS

Where Pilgrim Pathways School seeks a remark for an individual or group the school will fund the process. This might occur where a grade or set of grades is very different from the grade estimated or expected or where the mark given is very close the grade boundary for a pass.

Where Pilgrim Pathways School is satisfied that the grade is within the expected range but the pupil or parent/carer insists on a remark, then the parent/carer will be expected to fund the remark. When grades are revised upwards following a remark, the charge is refunded in full by the examinations board.

6.3 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or management committee has arranged for the pupil to be provided with education).

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/carers 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 that is to be charged for.

6.4 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

7. Voluntary Contributions:

The school may ask parents for voluntary contributions towards additional costs, for example for enrichment activities / visits / sports activities

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Loss of or Damage to Pilgrim Pathways School Property

Loss of, damage to or breakage of property e.g. books, windows, furniture, equipment etc may be charged for if caused by carelessness, negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Similarly, a charge may be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been accepted by and recharged to Pilgrim Pathways School.

The Management Committee may consider waiving costs in exceptional circumstances, e.g. financial hardship.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 of this policy. This will be at the discretion of the Headteacher and will depend on the activity in question.

10. Monitoring Arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

The policy will be reviewed the Headteacher annually. At every review, the policy will be approved by the Management Committee.