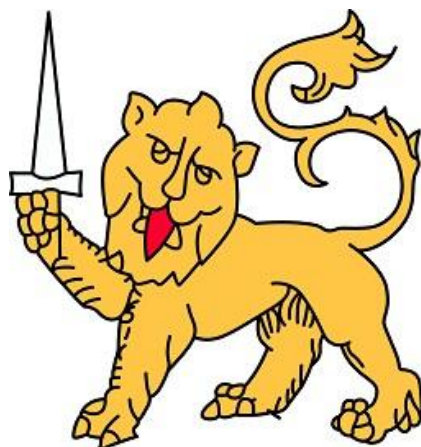


CHARGING AND REMISSION POLICY

Aylestone School federated with Broadlands Primary and Withington Primary



Approved by:

Federation Governors

Date: Sept 2025

Last reviewed by/on:

September 2025 – Federation Bursar

Next review due by:

September 2026

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Your privacy is extremely important to us. Please take the time to view our full Privacy Policy, which is available on all federation websites, where we state the types of data we hold and how we use it. All data is collected and held in accordance of General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. We will only share your data with third parties where we have either your expressed permission or the law requires it.

For any further information regarding GDPR, talk to our data protection officer (DPO):

Ms Samantha Smith at igschools@herefordshire.gov.uk 01432 260 282.

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards students' personal and social education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the students of the schools and as additional optional activities.

The Federation has formulated this policy under the regulations of the Education Act 1996, as amended by Section 200 of the Education Act 2002. The Governors endorse the guiding principles contained in the Act, and in particular that no student should have his / her access to the curriculum limited by charges.

Throughout this policy, the term parent refers to those adults having parental responsibility for a child.

Charges

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

The Governing Body reserves the rights to make a charge in the following circumstances for activities organised by the schools.

- **Activities Outside School Hours**

The full cost to each student of any activities deemed to be optional extras taking place outside school hours. This includes residential visits. A charge will be made for the cost of board and lodging. The cost will not exceed the actual cost of provision.

- **Individual / Group Music Tuition**

The cost for providing individual / group music tuition – the charge will not exceed the cost of provision.

- **Charging in Kind**

The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

- **Public Examinations**

No charges are made for students entered for public examinations as part of the normal curriculum.

Entry information is collected by the EO late in the autumn term. Heads of Faculty will confirm entries, including tiers and entry codes, by 21st January each year.

Late entries or amendments are authorised by the Head of Faculty with the approval of the SLT.

Fee reimbursements are sought from candidates who:

- decide to sit or withdraw from an exam after the late entry or withdrawal deadline date set by the awarding bodies;
- fail to sit an exam without medical evidence or evidence of other mitigating circumstances.

Charges relating to re-sits are documented in the Exams Policy.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and students of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Breakages

In cases of willful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to students, the Headteacher may decide to make a charge. Each incident will be dealt with on its own merit and at his discretion.

General

The Governing Body may, from time to time amend the categories for which a charge may be made.

The Governing Body reserves the right to review the Charging and Remissions Policy as necessary.

Remissions Policy

Where the parents of a student are in receipt of qualifying state benefit(s), the Governing Body may remit either in full or part, the cost of board and lodgings for any residential visits which take place within school time and / or forms part of the syllabus for a public exam.

The Governing Body may remit charges in full or in part to other parents after considering specific hardship cases. The Governing Body invites parents to apply, in strictest confidence, for the remission of charges in full or part, in writing to the Headteacher. The Headteacher will authorise remission in consultation with the Chair of Governors.