

t: 01252 613483 f: 01252 626091
e: headteacher.pa@cps.hants.sch.uk
w: www.cps.hants.sch.uk



Head Teacher: Mr Kevan John
Chair of Governors: Mr Jonathan Phillips
Document: Rev 02
Document Next Review Date: July-2026

_____ learners who aspire for themselves and inspire others

Charging and Remissions Policy

(CPS-ST-P-POL-038)

Revision Number	Comments	Date
01	Reformatted and amended	May-22
02	Reviewed and Updated	July-24
03		
04		

Endorsement

This procedure was electronically endorsed for use by Governors on 18 July 2024

Table of Contents

(To update the table of contents in Word – right click and choose “Update Field and then choose ‘Update Entire Table’ – this will update automatically, putting the major number and headings as the contents)

Table of Contents	2
1. Introduction.....	3
2. Principles	3
3. Purpose	3
4. Definition.....	3
5. Admissions	3
6. Public Examinations	3
7. School Activities – Non Residential.....	4
8. Optional Extras	4
9. Voluntary Contribution	5
10. Residential Activities	5
11. Refunds.....	5
12. Music Tuition	6
13. Community	6
14. Fees for Services.....	6
15. Extended Services	6
16. Damage to Property and Breakages	7
17. Remission and Concessions	7
18. Inability or unwillingness to pay	7
19. 2022/2023 Pupil Premium discount structure	8
20. Evaluation & Review	8

1. Introduction

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. (Reference 1)

Calthorpe Park School is dedicated to providing the best possible education and support for its students.

2. Principles

The law requires that education during normal school hours and the examination of students in accordance with the National Curriculum is provided free of charge.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips and residential trips, can make towards students' all round educational experience and their personal and social development and reserves the right to charge parents in accordance with the provisions of the Education Act 1996.

3. Purpose

The Governing Body aims to promote and provide activities as part of a broad and balanced curriculum. This policy covers circumstances in which a charge or remission may be made and notes general principles with regard to voluntary contributions.

4. Definition

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable
- Curriculum Activity – One that directly links to the content being taught in lessons. At GCSE it is usually mandated in the course specification
- Enrichment Activity – All other activities

5. Admissions

There is no charge for admissions.

6. Public Examinations

There is no charge for examinations that are part of the curriculum and on the schools set examination list.

An examination charge may be levied for:

- Recovery of fees for prescribed public examinations where the student has failed without good reason, to complete the examination requirements.
- Cost associated with changing tier of entry for professional exams, when not supported by the professional option of the school.
- The cost of entering a student for a public examination outside of school hours.
- The cost of entering a student for a public examination outside of the offered curriculum.
- Re-sits of prescribed public examinations where no further preparation has been provided by the school, or when students are judged by the school not to have made sufficient effort or have revised sufficiently for their examination (See Curriculum Policy – Examinations section).
- Results enquiry.
- Re-marking.

7. School Activities – Non Residential

There is no charge for curriculum activities during school hours, with the exception of music tuition (Section 12). The school may charge for books and materials that the parent wishes the child to keep.

8. Optional Extras

The school may charge for optional extras, which are:

- Education provided outside of school time that is **not**:
 - a) Part of the National Curriculum
 - b) Part of the syllabus for prescribed public examinations that the student is being prepared for at the school
 - c) Part of religious education
- Transport that is not taking the student to school, or other premises where the local authority/governing body have arranged for the student to be educated.
- Board and lodging for residential visits.

The cost of providing optional extra activities will not exceed the actual cost of providing the activity. The costs per student will be calculated based on the actual costs / number of students.

In no circumstances, will any charge include any element of subsidy for other students wishing to participate in activities, whose parents are unwilling or unable to pay the full charge (section 17).

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

- a. Any materials, books, instruments or equipment provided in connection with the optional extra
- b. Non-teaching staff
- c. Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- d. The cost, or 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

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school need parents to have completed the appropriate consent forms, before organising the provision of any optional extra where charges will be incurred.

9. Voluntary Contribution

As an exception to the requirements above, the school is able to ask for voluntary contributions from parents/guardians to fund activities, which would not otherwise be possible.

If a parent wishes their child to participate in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child will still be able to participate fully in the trip or activity (Section 17).

If the school are unable to raise enough funds for the activity/trip, then it will be cancelled.

10. Residential Activities

Our school will charge for:

Board and lodging

When an activity is organised by the school where there may be a cost for board and lodging. Parents will be notified via our Trip procedure, of the cost.

The charge will not exceed the actual costs. Please refer to our remission section 17. For guidance of any exceptions from paying these costs.

Travel

Travel charges may apply when the residential activity takes place outside of school hours.

The charge will be on a unit cost per pupil. Please refer to our remission section 17. For guidance of any exceptions from paying these costs.

11. Refunds

Where any surplus remains after the cost of an activity/trip have been reconciled. If the surplus exceeds £20 per student this will be refunded.

12. ScoPay

Where a credit balance remains on a students ScoPay account when they leave Calthorpe Park, parents will need to complete a refund form, for the money to be refunded.

If a refund form has not been received within 3 months of the student leaving, the money will be donated to the CPS Kindness Bucket.

13. Music Tuition

Calthorpe Park School will charge for vocal or instrumental tuition provided either individually or to groups of students, when the provision of the tuition is request by the parent/guardian.

Charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

We will not charge for:

- a) Teaching that is an essential part of the National Curriculum or public examination syllabus being followed by the student.
- b) For any student who is looked after by the local authority.

14. Community

The use of Calthorpe Park School for community activities will be subject to charges that reflect the use of the facilities and staff costs.

Our charges will cover any additional costs incurred from the use of the facilities, which will be determined by the nature of the user and include an appropriate profit margin.

Any profit made will be re-invested to support Calthorpe Park School and students.

The pricing of community lettings, is agreed by our Governing Body and can be found under our Community Lettings Page.

15. Fees for Services

Calthorpe Park will charge for the following administrative services:

- a. Passport forms – child £10
- b. Passport Forms – Adult (excluding Staff / Governors) £20
- c. Search for examination results - £35 (no charge for two years following leaving date)
- d. Musical instrument purchased through the school, under the Assisted Instrument Purchase Scheme - £5

16. Extended Services

Calthorpe Park School is dedicated to providing a well-rounded and extensive education for our students, which includes a wide range of extra curriculum activities which enable our school to provide

- a. High quality learning opportunities either side of the school day
- b. Ways of intervening early when students are at risk of poor outcomes

- c. Ways of increasing student engagement
- d. Ways of improving outcomes and narrowing gaps

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

17. Damage to Property and Breakages

Where school property has been wilfully damaged by a student, the school will charge those responsible for the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the school has been charged, the school will charge for the cost to those responsible.

The Headteacher will decide whether charges are made, dependent on the situation.

18. Remission and Concessions

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

- a. Income Support
- b. Income-based Jobseeker's Allowance
- c. Income-related Employment and Support Allowance
- d. Support under part VI of the Immigration and Asylum Act 1999
- e. The guaranteed element of Pension Credit
- f. Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- g. Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- h. Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Students of families who receive these payments may also be entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The school may choose to subsidise part or all payments of charges for certain activities and students, this will be determined by the Headteacher

The Governing body have delegated to the Headteacher the decision about the levying and remission of charges.

19. Inability or unwillingness to pay

Calthorpe Park School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers are unable or unwilling to pay.

If there are insufficient funds raised for an activity, then it will be cancelled.

The identity of the student or parents/carer of any family who do not wish, or could not make the payments will remain confidential and not be disclosed under any circumstance.

20. Pupil Premium discount structure

	Group	Curriculum Discount	Enrichment Discount	Funding Source
Tier 1	Current Looked After Children	100%	100%	PP Budget Share / LAC Funding
Tier 2	Current FSM	100% (Up to a maximum of £100)	Schools discretion	PP Budget Share
Tier 3	FSM Ever 6 / Post LAC	50% (Up to a maximum of £100)	Schools discretion	PP Budget Share
Tier 4	Other students - Families experiencing financial hardship	Schools discretion	Schools discretion	CPS Hardship Fund

Service Premium

The DfE Service Pupil Premium guidance states SPP should **not** be used to subsidise routine school activities. The school will determine whether an enrichment trip meets the DfE SPP expenditure guidance and a whether a discretionary discount will be offered.

21. Evaluation & Review

The implementation of this policy will be monitored by the Head Teacher, by the Senior Leadership Team and by the Governing Body.

The implementation of this policy will be reviewed, and its impact monitored, in accordance with the Governing Body's programme for Policy Review - refer to CPS-NS-X-PRO-002 Document Review Procedure.

22. References

Reference 1	The Key – Model_Policy_Charging_and_Remissions_2023_2