



# Charging and Remissions Policy

## Review Date: January 2024

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### Introduction

The policy of the governors of Bradford Girls' Grammar School is to provide free education for all attending pupils. This policy is implemented within the letter of the law, and also embracing the spirit of it. The governing body has, therefore, set up a charging and remissions policy for certain activities in school, which will be reviewed on an annual basis.

### Aims

Bradford Girls' Grammar School aims to ensure that students can access the school curriculum without charge, extracurricular activities are charged at cost and that non-school business does not have any detrimental effect on the school budget. Additional income generated from external sources is utilised to enhance education provision.

Responsibility for the day to day implementation of the policy has been delegated to the Director of Finance & Operations.

### Outline

Where visits are arranged either as an integral part of a particular specification or to enhance pupils' learning experience, parents will be asked to contribute towards the cost. However, legislation states that a pupil should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the Principal for exemption from such contributions. However, it is hoped that parents will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming.

There may be occasions when an external organisation arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided, but permission for children's absence must be sought from the school. We believe that a school should give pupils as many varied learning experiences as possible and we shall do our utmost to ensure that all our pupils have the opportunity to benefit from such experiences. For other activities such as music tuition, field trips, concert and theatre visits the table below indicates the charges that will be made. It also covers charges related to examination fees in specific cases.

### Charges for Curriculum Trips

Children who are registered for and claiming free school meals are exempt from paying charges for mandatory curriculum trips. However, most trips are optional (extra-curricular) and therefore half the cost of the trip will usually be sought from parents.

The governors will review this policy on an annual basis. The overall policy of the Governing Body is to operate a trustworthy and transparent system.

In order to remove financial barriers for disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This policy sets out the circumstances in which such charges will be waived.

Activity	Comment
Individual Instrumental music tuition that is over and above the National Curriculum, and/or an approved examination specification.	A charge will be made per lesson via the visiting music teacher. Parents in receipt of certain benefits may be eligible for a reduction of fees. Any examination fees are paid by parents.
Lunches	Charges will be levied from Y3
Transport to Work Experience	Parents will pay directly (except stated pupils where the statement refers to transport).
Activities outside school time not related to statutory duties.	Charges will be levied. Periodically reviewable.
Transport	On trips that are NON EDUCATIONAL and not part of the national curriculum parents are to be charged., except in cases of statutory remission where families receive benefits
Rescrutiny of exam results.	Parents to pay all charges.
Exam entry for prescribed exam for which pupils have not been prepared by school.	Parents to pay all charges.
Entry for an exam which is not on prescribed list where preparation takes place outside school hours	A charge will levied
Recovery of wasted exam fees.	Parents to be charged.
Educational visits and field trips.	Parents will be asked to make voluntary contribution.
Lettings	Letting Charges will be reviewed on an annual basis.
Damage or removal of school property.	Charges will be levied.
Damaged or lost curricular books	Charges will be levied at replacement cost.
Extra-Curricular Activities	Where applicable charges levied.
Out of School Clubs	Charges will be levied. Periodically reviewable.
Breakfast Club / Aftercare	Charges will be levied.

### **Families qualifying for remission or help with charges.**

The criteria for qualification for remission apply to parents in receipt of:

- Universal Credit – provided you have an annual income of less than £7,400
- Income support
- Income-based Jobseeker's Allowance
- Income related Employment & Support Allowance
- Support under Part VI of the Immigrations and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit – if the applicant is not also entitled to Working Tax credit and has an annual gross income of no more than £16,190
- Working Tax Credit run-on – this is paid for four weeks after someone stops qualifying for Working tax credit.

Additional categories of parents may claim help with some costs in the following circumstances:

Parents who have:

- Specific individual circumstances that have caused temporary hardship
- Recently moved into hardship but not yet receiving the benefits
- Made a specific request to the Finance Director for any other justifiable reason

Remission is at the Finance Director's discretion under these circumstances based on any evidence provided.

### **Additional Considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

**BGGS Charging Policy**  
**Last Review: January 2023**