



ALLERTON GRANGE SCHOOL

CHARGING AND REMISSIONS POLICY

Designated Lead: Finance & Facilities Director

Reviewed by Governors: November 2025

Review cycle: 2 years

Next review: November 2027

Charging and Remissions Policy

This Charging and Remissions Policy informs staff and parents or guardians about charging for school activities. It conforms to guidance included in the Leeds Scheme for Financing Schools and the latest advice from both the DfE and Leeds City Council on charging for school activities.

The Governing Body of Allerton Grange School is responsible for determining the content of this policy and the Headteacher for its implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

The school's charging policy is based on the following:

- No charge is made for the provision of education during school hours (including the supply of materials, books, instruments or other equipment).
- No charge is made for activities that are an essential part of the syllabus for an approved examination.
- No charge is made for education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Allerton Grange School operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made as follows at the discretion of the Governing Body as to which activities may be the subject of a charge and which may be funded from the delegated budget:

School Visits

Costs incurred for the board and lodging element of residential trips during school time are passed on to parents or guardians, subject to the remissions policy. The charge will not exceed the costs.

Costs incurred for residential or other visits held out of school times that are regarded as "optional extras" are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or Religious Education, then only the board and lodging element is passed on.

Parents or guardians are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per student) involved. It also includes information on who might qualify for help with the cost.

Examination Fees

The cost of examination fees, or the cost of an examination re-sit will be charged to parents or guardians, where the student has not been prepared for it at school.

Where in the opinion of the Headteacher and Governing Body, there are educational reasons for not entering a pupil for a particular examination, should the parent still wish to enter the student, then the fees will be recovered.

Examination fees will be recovered if the student fails to take the final examination, without good reason, where the school has paid or agreed to pay the original entry fee.

Extra-Curricular Activities, School Clubs and Music Tuition

The cost of Extra-Curricular Activities, School Clubs and Extended Schools' Activities may be charged to parents or guardians, where there is an additional cost to the school for running these activities.

Charges are made for teaching either an individual student, or students in a group, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student.

Failure to fully pay for Extra-Curricular Activities, School Clubs and Music Tuition, may prevent a student from participating in future activities. This will be at the discretion of the Headteacher.

Materials

Parents or guardians are charged for, or asked to supply ingredients or materials for craft or food tech lessons when they have indicated, in advance, that they wish to own the finished product.

Parents or guardians are also charged for any other materials, books, instruments, or equipment, where they wish their child to own them.

Freedom of Information (FOI) Requests

A charge of £10 will be made for standard FOI requests to cover the costs of photocopying, printing and postage. If the cost of complying with any FOI request would exceed the cost limit referred to in the legislation, the full costs, including staff time spent on gathering the information, will be recovered.

Vandalism/Damage/Loss to School Property

Breakages and the replacement of items/property will be charged for if they are as a result of damages caused wilfully or negligently by students.

The debt collection process is managed by Leeds City Council.

Voluntary Contributions

Where voluntary contributions are sought the following points are taken into account:

- Contributions from parents or guardians are only considered where the school's own resources are known to be inadequate to meet the desired range and level of service to be offered to students.
- If the activity cannot go ahead without the voluntary contributions, this is made clear to parents or guardians at the outset.
- All requests to parents or guardians for contributions make it quite clear that the contributions are voluntary. The request does not represent a charge.
- Where voluntary contributions are invited, no student is left out of an activity because his or her parents or guardians cannot or will not make a contribution of any kind.

- Voluntary contributions are sought from parents or guardians in receipt of Income Support or Family Credit in line with the remission policy.
- The responsibility for determining the level of voluntary contributions is delegated to the Headteacher.
- Voluntary contributions will be used to offset the cost of any activity.

The following is a list of activities organised by the school, for which voluntary contributions are requested from parents:

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- School trips
- Musical events

Remission of Charges

Charges are not made for the board and lodging element of residential activities that are provided as a required part of the syllabus for a prescribed public examination where the parent or guardian of a student is in receipt of the following benefits:

- Universal Credit (UC)
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit,
- The guarantee element of State Pension Credit

Activities arranged by a third party

Activities arranged by an outside organisation may be charged to parents. Such an arrangement would not need to meet the Allerton Grange Charging and Remissions Policy.

Where such visits would entail approval of leave of absence for students and Teaching/Support Staff involved, full details will be submitted, through the Governing Body, to the LA, for approval.