



Charging & Remissions Policy

1. Introduction

The Education Act 1996 (the Act) prohibits maintained schools from charging for the provision of education but also stipulates activities for which charges are permitted. Uxbridge High School, as an academy is bound to comply with this law through the academy trust's funding agreement. Section 457 of the Act requires governing bodies to determine and keep under review a policy covering charges for school activities.

2. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers. This policy also clarifies how charges will be determined, so that parents and carers understand why requests for payment are sometimes made for some activities.

The board of trustees believes that access to a wide range of additional activities and resources is an essential part of school life and improves their academic, personal and social education. Uxbridge High School therefore aims to provide such additional activities and resources to all registered students, regardless of their family's financial means.

3. Charging

Education

The academy does not charge for education provided to students during school hours, subject to limited exceptions as listed in the DfE's Charging for School Activities guidance. No charge is applied for any activity undertaken as part of the National Curriculum.

Educational Trips & Off-site Activities

All activities that are a necessary part of the National Curriculum and statutory Religious Education lessons will be provided free of charge. This includes any materials, equipment, transport to take students between the school and the activity.

No charge will be made to parents for travel to and from sports fixtures.

For all activities outside school hours, a charge up to the cost of the activity may be levied. The academy may ask for voluntary contributions for the benefit of any other school activity. If the activity cannot be funded without voluntary contributions and not enough contributions are made the activity/trip will be cancelled.

The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents/carers. These activities are known as 'optional extras', and the list is not exhaustive:

- Visits to museums;
- Field trips and research trips;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;



- Visits to or by a theatre company;
- Musical events;
- Residential trips.

Music Tuition

The academy levies charges in respect of individual and group music tuition provided by peripatetic teachers, as the provision of music tuition is not an essential part of either the National Curriculum or of any public examination syllabus followed by students. Such lessons must first be requested by parents/carers.

Tuition is charged on a termly basis and payment for lessons should be made in advance of lessons commencing. A list of students who are receiving music tuition is provided to the Finance Team each term by the Music Department. All charges are billed via ParentPay. A reduced rate may apply for students on free school meals.

Additional Clubs/Activities

A range of additional clubs/activities are offered at lunch time and after school, e.g. sports, art, drama, technology. No charge is made for any of these activities.

Examination Fees

No charge will be made for entering a student for a public examination for which the student has been prepared at the academy. The academy will enter a student for each such examination, unless the academy decides there are good educational reasons for not doing so.

An examination entry fee may be charged to parents for:

- an examination that is on the set list, but the student was not prepared for the exam at the academy.
- an examination that is not on the set list, but the academy arranges for the student to take it.
- any public examination that a student fails, without good reason, to complete the requirements of and where the academy has paid or agreed to pay the entry fee.
- resits of prescribed public examinations where no further preparation has been provided by the academy since the previous examination.
- GCSE resits, under certain circumstances, as detailed below.

In the case of resits, the academy will pay all examination fees arising from the first re-take of each GCSE english and mathematics where the student has not achieved a 5 in the first sitting. However, parents will be charged the examination entry fee plus an admin fee of £20 for any further re-sits for english and mathematics, for resits of english and maths where a 5 was previously achieved and for resits of any other subject. In addition, where a charge applies, a charge for invigilation costs and/or access arrangements (such as a scribe/reader) may also be levied – the value of this will be dependent on the number of other students undertaking examinations at the same time. These fees must be paid before the entry is made.

Parents will be charged for any examination scrutiny that they request, i.e. access to exam scripts, reviews of marking, and clerical checks. The charge levied will be the charge made by the relevant exam board. However, if the academy requests such scrutiny, no charge will be



levied.

School Meals

Meals, drinks and snacks are available to purchase from the school canteen at breakfast, break, lunch and after school. For sixth formers the Panini Bar is open throughout the school day and offers meals, drinks and snacks, and also hot drinks.

Any changes to the price charged for school meals will be published and parents/carers given sufficient notice of such changes.

School Uniforms

The academy has entered into an agreement with a private company which sells uniforms online to students. All uniforms should be purchased through www.swischoolwear.co.uk. Parents of students on free schools meals are able to apply for financial assistance to help with school uniforms – this is detailed on the uniform assistance form which can be accessed [here](#).

Ingredients/Materials & Books

No charges are levied for exercise books or materials, except for practical subjects such as art or technology where a student or parent wishes to retain items produced. In the case of food technology, parents are asked for a voluntary donation instead of students providing their own ingredients.

Textbooks are loaned free of charge, but in some subjects additional revision guides are available, for which a charge is made at cost. A charge will be made for text books, library books and other property that have been on loan to a student and have not been returned when requested. Deposits are requested on some text books and there is an option for students to purchase their books from the department if they wish to write notes into the books.

It is the parent/carer's responsibility to provide stationery for students, and these are also available for purchase in the school shop, at cost. Stationery includes art materials that are kept by the students – all material used and kept in class will be provided by the academy. Parents of students on free school meals may also apply for assistance with provision of basic stationery supplies – a form can be accessed [here](#).

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment) that is a result of a student's behaviour. The charge levied will be the full or part cost of replacement or repair.

Lettings

The academy will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The academy will only consider users that will use the facilities in accordance with its ethos. The Director of Finance and Operations and/or the Vice Principal will consider all enquiries and the level of costs involved before granting a booking.

The scale of the charges are determined by the Finance Committee and formally approved by the board of trustees. All outside users will be required to complete a hire agreement prior to



use of the facilities.

4. Remissions

The Director of Finance & Operations, with the Principal, Finance Committee or board of trustees' permission may remit in full, or in part, charges in respect of a student, if it is reasonable in the circumstances.

As far as resources allow, the academy will support students to participate in the full range of activities offered as part of the curricular and extra-curricular provision. This applies particularly to those students who are classified as 'disadvantaged', as defined below. Each case for support will be reviewed sympathetically and in full confidence, however it must be noted that the academy has limited resources at its disposal and will therefore seek to use those resources prudently to positively affect the greatest number of students. This may mean in some circumstances that a partial amount is remitted.

'Disadvantaged' students are defined as those who are or have been in receipt of free school meals within the past 6 years. To qualify for free school meals, parents/carers would be in receipt of the following benefits:

- Income Support;
- Income Based Jobseeker's Allowance;
- Income related Employment and Support Allowance;
- Universal Credit;
- Child Tax Credit, where the parent/carer is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) is under £16,190;
- Guaranteed element of State Pension Credit;
- Support under Part VI of the Immigration and Asylum Act 1999.

In other exceptional circumstances, the Director of Finance & Operations may agree to remit charges. This may include parents who have specific individual circumstances causing temporary hardship, parents who have recently moved into hardship but are not yet receiving the benefits listed above, or parents that make a specific request for another justifiable reason. Remission is at discretion, and based on any evidence provided.

All letters to parents/carers regarding chargeable activities will include a statement inviting parents/carers to contact the trip organiser in the first instance, if they are having difficulty paying for a trip but they wish their son/daughter to participate.

For stationery and revision guides – these are sold at cost in the school shop and disadvantaged students are able to obtain these for free through the use of biometrics which will identify these students. At times these items may be sold on ParentPay instead (e.g. during covid restrictions), and there is an [equipment assistance form](#) for parents seeking assistance for essential equipment. Repeat requests for the same items are however monitored and may be charged.

For uniform, parents are able to seek financial assistance for compulsory items, to a maximum value over 2 years. Please refer to the [uniform assistance form](#) for further details.



5. Review

The Director of Finance & Operations is responsible for monitoring all aspects of this policy. This policy will be reviewed by the board of trustees at least every three years.