



THE LATYMER SCHOOL

Founded 1624

CHARGING AND REMISSIONS POLICY STATUTORY

Policy review by	Finance and Infrastructure, November 2025
Policy agreed	Full Governing Body, November 2025
Review policy	November 2026



"Latymer School provides pupils with high-quality education. Pupils are supported to aim high and achieve well"

INTRODUCTION:

The Education Reform Act 1988 came into force in April 1989 and introduced new regulations concerning payment for trips and activities; making it a legal requirement for Governors of all schools to approve a charging policy. The governing body recognises the valuable contribution that the wide range of additional activities, including clubs, visits, residential experiences and enrichment programmes can make towards the academic, personal and social education of students. The governors aim to promote and provide such activities both as part of a broad and balanced curriculum for students of the school as enrichment and as additional optional activities.

PURPOSE:

In order to ensure that correct procedures are followed and no student is excluded from a visit or journey because they cannot afford to pay, a clear charging and remissions policy must be known and understood by all parents/carers so this policy is published on the school website and the Director of Finance and Operations is available to answer any queries.

CHARGING POLICY

Governors reserve the right to levy charges for the following:

- a) Music tuition that is not prescribed as part of the national curriculum. Charges will be made for music, instrumental hire and tuition and music examinations
- b) The salary cost of the Music Administrator is to be charged to parents whose pupils attend private music lessons, either 1-2-1 or group, as this cost is not part of the national curriculum. It's important to note that the price of the 1-2-1 and group lessons is paid directly to music teachers, and the school is not involved in this financial transaction, ensuring a clear separation of roles.
- c) Transport, entrance fees and educational fees out of normal school hours. These are termed optional extras. The consent of parents/carers and a willingness to meet extra charges will be sought before any bookings are finalised. This will also include an administration fee.
- d) Damage to or loss of books and/or school equipment
- e) Willful damage to school property
- f) Damage to other property where the school has been charged, for example on residential school trips
- g) Cost of optional residential trips outside normal school hours
- h) Board and lodging for residential trips within school time
- i) Unused examination fees, for example where a student without good reason fails to meet the requirements of, or attend, the examination
- j) Re-sit or other examination fees where the school is not formally preparing the students for the examination, including University Admissions Tests fees
- k) Review or any other optional post-results enquiries for public examinations
- l) The school will not refund parents via Parent Pay when this amount is £5 or less. This applies to all transactions that take place via Parent Pay.

Although there is no obligation on any family to pay, the governors reserve the right to request voluntary contributions for the following:

- a) Activities during school hours including visiting groups, day visits and school journeys. The contribution requested will not exceed the cost of the provision as no student should subsidise any other student.
- b) Other charges for residential trips during school hours not covered above.
- c) Charges for materials that will then be owned by the parents/carers
- d) Charges for optional extras

Parents/carers are entitled to ask that their child be excused for activities which incur a cost and the school reserves the right to cancel any trip/visit/activity where enough voluntary contributions are not received.

REMISSIONS POLICY

Funds to subsidise activities are limited. However, governors will endeavour to ensure that no student is deprived of playing a full part in the life of the school on family economic grounds. Where students are in receipt of free school meals, the governors will endeavour to remit in full, the cost for any trip or residential activity that is organised for the student, if the activity is deemed to take place within school hours, or where it forms part of the national curriculum. In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the governing body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Senior Assistant Head Teacher for Care Guidance and Support.

The Pupil Premium

The Pupil Premium is additional funding given to schools by the Department for Education to raise the attainment of and enhance the education of the most socio-economically disadvantaged children. Pupil Premium funding is paid to schools according to the number of pupils who have been registered as eligible for Free School Meals (FSM) at any point in the last 6 years or have been in care for 6 months or longer.

The school will fund one non curriculum trip for a qualifying PP student in Y7-11, the cost of all essential curriculum trips will be met by the school for qualifying PP students.