

Charging & Remissions Policy

Date written/last reviewed:	October 2025
Statutory Policy:	Yes
Full Governors Approval Required:	Yes
Date approved by Sub-Committee:	October 2025
Date adopted by Full Governors:	November 2025
Date of next review:	Autumn 2027

1. Purpose of the Policy

The policy is intended to ensure that:

- The educational opportunities offered wholly or mainly during school hours are available to all students regardless of ability or willingness to pay.
- This policy has been informed by sections 449-462 of the Education Act 1996.
- The Governing Body recognises the valuable contribution that a wide range of activities can make towards a students personal and social education.
- The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

2. Statement of Intent

Parents will be asked to make voluntary contributions towards the cost of activities during the school day such as visits to museums, etc. and towards the cost of some materials used in practical lessons. However, students will not be excluded from an activity taking place in school hours because of the cost. Parents should contact the Headteacher in confidence should they need financial assistance. Costs can also be covered for students eligible for pupil premium or through the sixth form bursary fund up to a maximum amount.

3. Charging Practices

For visits and activities wholly or mainly during school hours:

There will be no compulsory charge for visits and activities during school hours. Parents will be asked to make a voluntary contribution towards the cost. The school's arrangements for visits and activities mainly or wholly during school hours will be subject to sufficient funds being available from voluntary contributions to cover their costs. Where insufficient funds are collected to cover the costs of the visit, the school may cancel the visit and return all the contributions made. Where contributions are in excess of the required sum for a particular visit, the school may decide to use the surplus funds to support other visits or trips, travel costs or additional items to support the curriculum. However, if there is a surplus of £20 or more per student, contributing parents will be offered a refund.

In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per student incurred.

Visits and activities mainly outside school hours:

Where a visit or activity is mainly outside school hours parents are liable for the whole cost. The cost to parents will not exceed the actual costs incurred, and if there is a surplus of £20 or more per student, contributing parents will be offered a refund. For visits which have a relatively high cost (e.g. Ski trip, Iceland visit) parents are given the opportunity to pay in installments. Parents are advised in the invitation letter that payment must be made in full as per the schedule to secure the place and that the deposit will only be refunded in exceptional circumstances. If monies are still owed two weeks before the provider's deadline for cancellations, the place will be offered to other students.

4. Books, Learning Materials and Equipment

Classroom learning materials

The school provides all the books, equipment and instructions required during the school day to follow the school's KS3 & KS4 curriculum. Parents will be asked to provide students with some basic equipment for their own personal use at school and at home. This includes pens, pencils, ruler, eraser, rough workbook, calculator and a dictionary. Some optional items of equipment may be offered for sale by the school, this may include books eg. English coursework books if the student wishes to write in the book and keep it.

Photocopying and/or printing will be charged for in excess of the £2.50 per term credit provided on each student's print account each term in KS3 and KS4. There will be no print credit in KS5.

Chromebooks

Students will be offered the opportunity to purchase their own Chromebook for use in school and at home. Parents can pay in full or in monthly installments (the length of which will be advised when the offer is made). The offer includes a chromebook, case, Google licence (usable when students are on roll at Waldegrave), insurance and warranty. If parents/carers do not purchase, students may borrow a school chromebook during the school day. Pupil premium students will have their chromebook purchased using the pupil premium grant.

Materials for practical lessons

Because in many practical lessons students make items that they want to take home to keep, we charge a studio fee of £25 per year in KS4 and £50 per year in KS5. There may be additional optional items recommended by the school in addition to this which will be notified to parents in advance. Parents are expected to provide ingredients for Food Technology. In exceptional circumstances, or where a student is eligible for Pupil Premium funding, the studio fee and/or basic ingredients may be provided by the school so that no student is excluded from the planned curriculum. Parents should contact the Headteacher in confidence should they need financial assistance. Costs can also be covered for students eligible for

pupil premium or through the sixth form bursary fund up to a maximum amount. In some subjects, students may want resources which are above the minimum required for the lesson in which case students will be required to purchase these from the school at an additional cost or source them themselves.

Sixth form text books

Sixth form students will have access to essential textbooks to support their learning in school.

Students may be advised to purchase their own texts for extended study at home. This is not essential for successful completion of the course but may help students to study more effectively on their own at sixth form level. Students eligible for the Sixth Form Bursary will be able to apply to this fund to pay for textbooks and resources for their personal use.

Sixth form materials for practical lessons

In many sixth form practical lessons such as art, photography and textiles students use additional optional resources that are outside the basic needs of the course. In A level science subjects students may benefit from owning their own lab coat and goggles. In these cases, the cost of additional materials will be indicated to parents in advance so that they may inform the school whether or not they wish to purchase the items suggested. Where a student is eligible for the Sixth Form Bursary they can apply for financial support towards the equipment needed.

Lockers

The school will charge a fixed amount to students for use of a locker within the school.

5. Examination Expenses

In almost all cases the school makes no charge for GCSE, AS and A-Level examination fees or invigilation. Parents may be asked to pay a fee for an examination where;

- a. the student is absent from the examination without a Doctor's certificate.
- b. parents request a re-marking.
- c. the parent requests an additional subject.

6. Loss and Damage

Parents may be asked to pay for damage to or loss of school property or the property of other people in the school caused wilfully or negligently by their child.

7. Remission Policy (including arrangements for students eligible for Pupil Premium)

Any parent can contact the Headteacher in confidence if they are unable or unwilling to make a contribution towards the cost of a visit or activity. A fund from the Parent Teacher Association, and/or other donations will be used to pay all or

part of the cost of the activity. Normally parents will be offered half the cost initially. There will not normally be any subsidy or remission for visits and activities which take place mainly outside school hours.

For students eligible for free school meals and therefore Pupil Premium funding, or for Sixth Form students in receipt of a bursary, part of costs of most visits and activities, including, can usually be met. Heads of Year will ensure students are supported to attend.

Other policies/protocols to reference:

16-19 Bursary Fund Policy

Protocols for Financial Assistance