



TOWNLEY
— EST 1937 —
GRAMMAR SCHOOL

Charging and Remissions Policy

1.0 Introduction – Aims and Objectives

1.1 The aim of this policy is to provide clarity over the types of activity for which charges might be made to parents. This policy is fully compliant with the provisions of the Education Reform Act, 1996 (sections 449-462), which sets out the law on charging for school activities in schools.

2.0 Definitions

2.1 Charge: a fee payable for specifically defined activities

2.2 Remission: the cancellation of a charge which would normally be payable.

3.0 Roles and Responsibilities

3.1 The trustee board has overall responsibility for approving this policy and has overall responsibility for monitoring its implementation

3.2 The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently

3.3 Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy

4.0 Overview

4.1 Townley Grammar School provides a free education for all our students. We do not permit charges for admissions, education provided during school hours, or outside school hours but constituting part of the syllabus. Nor do we charge for music tuition provided in the course of the curriculum that has not been voluntarily chosen by parents/carers, or the entry of exams in normal circumstances.

Townley Grammar School is committed to providing the best education for all. Due to school budget restrictions, voluntary contributions will have to be sought from parents to subsidise a school activity including (for example, a school trip, an enrichment activity or visit taken wholly or mainly in school hours). If parents are unable or unwilling to pay, their child will not be excluded from that activity, but if insufficient contributions are forthcoming the activity may be cancelled.

There are occasions in which Townley Grammar School does charge for certain activities which contribute to the broad and balanced curriculum on offer. These are called 'optional extras'.

5.0 Optional Extras

5.1 Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are education provided wholly or mainly outside of school time that is not:

- part of the national curriculum;
- part of a prescribed public examination that the pupil is being prepared for at the school;
- part of religious education.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

No student should be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or we cannot fund it from some other source, then it will be cancelled.

6.0 Charging for activities organised by the school

6.1 We reserve the right to make a charge in the following circumstances for activities organised by the school:

6.1.1 Trips, visits and activities

- Board and lodging on residential visits and outdoor pursuits
- The proportionate costs for an individual student for:
 - Travel
 - Materials and equipment
 - Administrative costs such as Insurance or Visa applications.
 - Entrance fees
- Extra-curricular activities and school clubs
- Any extended school activity

For activities outside school hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras.

Unless otherwise stated there can be no guarantee that contributions towards visits can be refunded should the student not be able to attend, since tickets etc. will be booked in advance and airline tickets and accommodation may be subject to cancellation charges.

6.1.2 Work Experience / Shadowing

There may be an administration charge for work experience placements which includes the Health and Safety checks required. The cost of travelling to and from home when students are on work experience is met by the parents.

6.1.3 Materials and Equipment

The cost of purchase for Chromebooks, books or materials where parents/carers wish the student to own the goods.

6.1.4 Examination Fees

Where a student has not been prepared for a public examination by the school or where the school has provided no further preparation for a re-sit, we may make a charge for the cost of entering the student for the examination if previously agreed by the parents/carers.

If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the school may seek to recover the fee from the parent/carer.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the school.

6.1.5 Music Lessons

Charges for vocal or instrumental tuition provided either individually or in groups, provided that the tuition is provided at the request of the student's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. Instrumental graded examinations are to be paid by parents/carers.

6.1.6 General

Breakages and replacements as a result of damages caused wilfully or negligently by students. This includes the costs of replacing any books or equipment provided by the school as well as part or whole cost of damage to buildings or property by a student.

We may from time to time amend the categories of activity for which a charge may be made. Nothing in this policy precludes the Townley Grammar School from inviting parents to make a voluntary contribution towards the cost of providing education for students.

6.1.7 Out of School Hours Child Care

All costs borne by the school in supplying supervision out of school hours.

6.1.8 Provision of Education and use of Facilities

To those persons who are not registered students at the school.

6.1.9 School Transport

Transport to and from school where the pupil is not eligible under the Local Education Authority's guidelines.

7.0 Parental Costs

7.1 Uniform

The cost of purchasing school uniform will be the parents' responsibility.

8.0 Remissions

8.1 Free School Meals

For students in receipt of Free School Meals or Pupil Premium, financial support will be provided in line with our Pupil Premium Strategy.

From the start of the 2026 to 2027 academic year, all children from households in receipt of Universal Credit attending Townley Grammar will be entitled to receive a free meal. There is now no threshold on earnings to be eligible on Universal Credit to be eligible for Free School Meals.

From the start of the 2026 to 2027 academic year, transitional protections for free school meals will end. Households must meet the FSM eligibility criteria from the start of the 2026 to 2027 academic year to continue receiving provision.

8.2 Individual Cases of Financial Difficulty

In other circumstances, there may be cases of family hardship which will make it difficult for students to take part in particular activities for which a charge is made.

Where an issue arises that is not specifically dealt with within this policy, decisions will be made which are in line with the spirit of the policy and relevant legislation. We do wish to continue to offer students as wide a range of opportunities as possible and hope that parents will, where possible, look sympathetically on requests for voluntary contributions.

9.0 Special Education Needs

9.1 The school would not charge for the cost of providing the special education needs of a student where these have been agreed with the Local Education Authority.

10.0 Insurance

10.1 Any insurance costs will be included in charges made for trips or activities.

11.0 Voluntary Contributions

11.1 Nothing in this policy statement precludes the school from inviting parents/carers to make voluntary contributions. The school may ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.