Westcliff High School
for Boys

CHARGING & REMISSION POLICY

REVIEWED:	**Autumn 2026**
COMMITTEE:	**Finance, Administration & Property**
DATE OF NEXT REVIEW:	**Autumn 2027**

Introduction

Under the charging provisions of the Education Act 1996, governing boards of maintained schools and academies must draw up a statement of their charging and remissions policy before they may charge for certain defined activities. Legislation also requires that the policy must be available online. Westcliff High School for Boys' policy can be found on the School's website.

Education legislation demands that schools, subject to certain exceptions, may not charge for education provided during school hours. However, schools are permitted to charge for other items and experiences provided to the pupils. Schools may also invite voluntary contributions to help support these provisions. Schools have a duty to inform parents on low incomes and in receipt of certain benefits that support is available towards certain costs when they are being asked to make contributions e.g. towards school visits.

Objectives and targets

The Governing Board of Westcliff High School for Boys has set up this policy for certain activities which take place in the School. The purpose of this policy is to clarify which items and experiences that the School provides may have a levy charged upon them, how much of the cost the School expects parents to be charged and who will be offered support to pay for items and experiences for their children. This Charging and Remission Policy is implemented within the letter of the law, and also embracing the spirit of it.

Action plan

Where visits are arranged either as an integral part of a particular syllabus or to enhance pupils' learning experience, parents may be asked to contribute towards the cost. However, legislation states that a pupil should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the Headmaster for exemption from such contributions. However, we hope that parents will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming.

There may be occasions when an organisation other than the School Governing Board arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided, so any parents who do not wish to pay so that their child can attend must seek permission for their child's absence.

We believe that a school should give pupils as many varied learning experiences as possible and we shall do our utmost to ensure that all our pupils have the opportunity to benefit from such experiences. Parents who are in receipt of the following benefits are exempt from paying charges.

- Universal Credit . If you apply on or after 1 April 2018, your household income must be less than £7,400 p.a.(after tax and not including any benefits received).
- Income Support.
- Income-based Jobseekers Allowance (IBJSA).
- Support under part VI of the Immigration and Asylum Act 1999.
- Child tax credit, provided that Working Tax Credit is not also received and the family's income as assessed by HMRC does not exceed certain limits (£16,190 as of September 2022).
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit.
- The guaranteed element of state Pension Credit.
- An income-related employment and support allowance.

For activities such as music tuition, field trips, concert and theatre visits, the table below indicates the School's policy on which activities will be charged for.

Activity	Comment
Individual instrumental music tuition, LAMDA lessons, and similar that are over and above the national curriculum, and/or an approved examination syllabus.	A charge will be made per lesson. Parents in receipt of Pupil Premium may be eligible for a reduction of fees, including examination fees.
Transport to work experience	Parents will pay directly (except pupils with an EHCP where the EHCP refers to transport).
Activities outside school time not related to statutory duties. This may include lunchtime activities and clubs.	Charges will be levied.
Board and lodging on residential visits.	Parents are to be charged, except in cases of statutory remission where families receive benefits.
Reviews of exam results.	Parents to pay all charges.
Exam entry for prescribed exam for which pupils have not been prepared by the School.	Parents to pay all charges.
Entry for an exam which is not on prescribed list where preparation takes place outside of school hours.	A charge will be made.
Recovery of wasted exam fees.	Parents to be charged.
Curriculum educational visits and field trips.	Parents may be asked for a voluntary contribution. Parents of pupils eligible for Pupil Premium funding may write to the Headmaster for consideration of remission/part remission of trip costs.
Education, trips, or use of facilities for persons who are not registered pupils at the Academy.	Under the Academy's Funding Agreement, a charge will be levied.

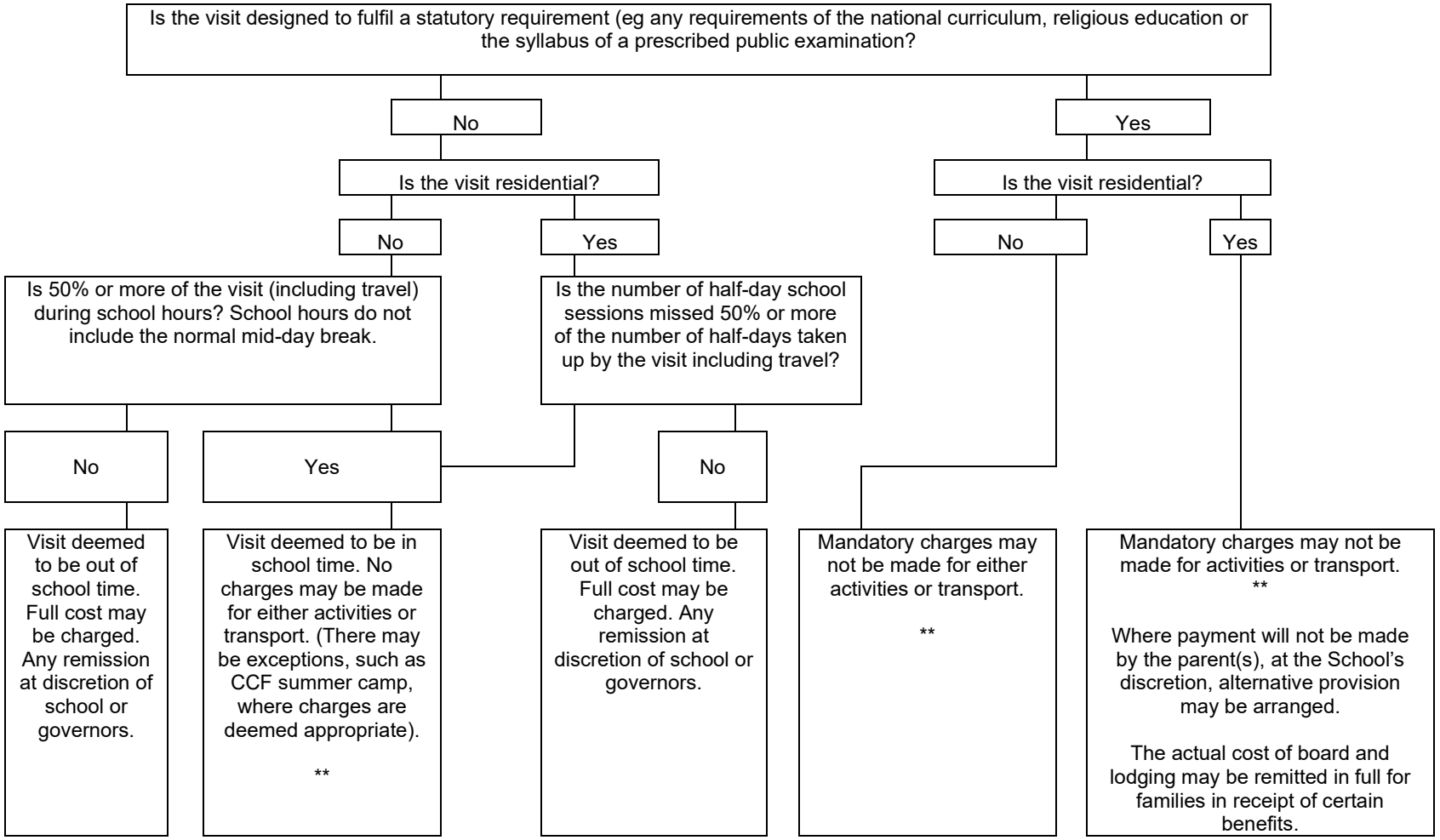
Monitoring and evaluation

This policy will be monitored and evaluated in the light of changes to legislation and comments received from parents and other interested parties.

Reviewing

This policy will be reviewed by a committee of the governing board annually.

APPENDIX - WHETHER TO MAKE A CHARGE FOR SCHOOL VISITS



** Please note: voluntary contributions may be requested from parents in any of the above circumstances, and if trips become unviable, then they may be cancelled.

No pupil may be treated differently according to whether or how much their parents have contributed.