

Bushey St James Trust



Charging and Remissions Policy

Last Reviewed:	January 2026	Next Review:	January 2028
Approved by:	Finance and Resources Committee	Date:	19.1.26

Rationale

We believe that all our pupils should have an equal opportunity to benefit from Trust wide activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Aims

The aims of the policy is to:

- a) Have robust, clear processes in place for charging and remissions.
- b) Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- c) Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

This policy complies with our funding agreement and articles of association.

Practice

1. Items for which no charge will be made

No charges will be made for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment other than as defined in section 2(e) (below))
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- the first entry for a prescribed public examination, if the pupil has been prepared for it at the school*
- examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school
- education provided as part of the National Curriculum on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil

is being prepared for at the school, or part of the school's basic curriculum for religious education

- Access to Scripts, if a result is queried, the Exams Officer, teaching staff and Executive Principal will investigate the feasibility of having a script returned before asking for a remark at the centre's expense.

Bushey Meads School' staff may also request scripts for investigation or for teaching purposes. For the latter, there is no charge to the student but the consent of candidates must be obtained.

Enquiries about results maybe requested by Bushey Meads' staff or candidates if there are reasonable grounds for believing there has been an error in marking. If the request is instigated by the school there will be no charge.

When Bushey Meads does not uphold an enquiry about results, a candidate may apply to have an external enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

* If a student fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

2. Activities for which charges may be made

a) Activities outside school hours

For activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

b) Residential activities

For board and lodging costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs in full.

When any trip is arranged, parents will be notified of the policy for allocating places.

c) Music tuition

For costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours.

d) Examination Fees

In relation to examinations in the following limited circumstances:

For a second examination where preparation by the school would enable the pupil to enter more than one re-sit;

In cases where the school enters the pupil but where either preparation has been through private tuition or, in the case of “re-sits”, the pupil has received no further preparation since his/her earlier examination entry;

For examinations for which pupils are being prepared with their parents’ agreement, i.e. outside of school and would like to sit the exam at school.

For examination fees where a pupil fails without good reason to complete the examination requirements for any public examination for which the school has paid or is liable to pay an entry fee, regardless of whether the examination is prescribed.

Failure to complete the examination requirements might include failure to complete the coursework requirements and/or failure to sit the final examination(s). The governing body will judge whether a reason, which must be expressed to them in writing within ten days of the final examination, is sufficient for them to remit this charge.

e) Ingredients and Materials

For ingredients, materials, equipment etc. needed for practical subjects such as Design Technology where they are outside the scope of our standard provision of resources for that department.

f) Visits

To enable some visits, not prescribed by an examination syllabus, to take place in school time the following procedure will be followed:

- i. An initial letter will be sent explaining the nature of the proposed activity and its likely value in educational terms. It will indicate the contribution per pupil that would be required if the activity were to take place. It will emphasise that there is no obligation to contribute and that no pupil would be omitted from the activity because his or her parents were unwilling or unable to contribute, but make it equally clear that the activity would not take place if parents were reluctant to support it.
- ii. The governors will allow a contribution for such visits to be made from school funds at the discretion of the Executive Principal/Headteacher in cases of particular hardship as defined in section 3 below.
- iii. Charges will (or may) be made as indicated above. Parental agreement will be obtained before a charge is made.
- iv. Charges will not exceed the actual cost (per pupil) of provision

3. Trips and visits surplus balances

If a surplus balance exists after all trip expenses have been accounted for, this will be offered to parents provided it is above the minimum threshold of £5 per student on day trips and £10 per student on residential trips. Any surplus remaining after this will be treated as a contribution to school funds.

4. Broken equipment and lost/damaged items

The Trust allows all departments to charge students and/or their parents a contribution towards the cost of replacement items where these have been damaged or broken as a direct result of misconduct on the student's part. A charge will also be made for texts where the student wishes to own the text or the text has been lost or damaged.

5. Locker keys

Lockers at BMS are now managed by Prefect Lockers. LRS make a one-off nominal charge (non-refundable) for pupils in Year 6 using lockers.

6. Community use/lettings

The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of the charges will be determined annually by the Governing Body. (See the Lettings Policy for further information).

7. Remission

Remission of certain charges will apply for parents/guardians in receipt of the qualifying benefits detailed below:

- **Income Support**
 - **Income Support**
 - **Income-based Jobseekers Allowance**
 - **Income-related Employment and Support Allowance**
 - **Support under Part VI of the Immigration and Asylum Act 1999**
 - **The guaranteed element of State Pension Credit**
 - **Child Tax Credit** (as long as you're not also entitled to Working Tax Credit and you don't get more than **£16,190** a year)
 - **Working Tax Credit run-on** (paid for 4 weeks after you stop qualifying for Working Tax Credit)
 - **Universal Credit** if you apply on or after 1 April 2018, your household income must be less than **£7,400** a year (after tax and not including any benefits you get)

Students whose families are in receipt of these benefits will normally also be eligible for free school meals and should apply via the Hertfordshire County Council online application process.

Remission will be provided for:

- Music tuition fees in line with Hertfordshire Music Service remission of fees scheme;
- Board and lodging costs for those residential trips wholly or mainly within school hours. (In practice we will ask parents to make a contribution of 50% towards the total cost of these trips.)

At the discretion of the Executive Principal/Headteacher examination re-sit fees may also be considered for remission for those students in receipt of free school meals where the re-sit request is supported by the Head of Department as likely to lead to an improved outcome for the student.

Remission of the above charges may also be provided for those students identified as eligible for Pupil Premium at the discretion of the Executive Principal/Headteacher.

Review

This policy will be reviewed, and updated if necessary, every two years.