



HORNCHURCH

HIGH SCHOOL
EXCELLENCE FOR ALL

CHARGING & REMISSIONS POLICY

Date approved:	1 st September 2025
Review frequency:	Annually
Chair of Governor's signature	Lesley Hall
Headteacher's signature	Serena Madhvani
Date next review due:	September 2026
Scope of policy:	This policy applies to all staff, students and volunteers at Hornchurch High School

1. INTRODUCTION

- 1.1. The Governing Body recognise the valuable contribution that the wide range of additional activities – including clubs, out of school trips, residential visits and experiences of other environments – make towards students' all-round educational experience and their personal and social development. (Throughout this policy, the term 'parents' refers to all those having parental responsibility for a child).
- 1.2. 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.
- 1.3. Definitions
Charge - a fee payable for specifically defined activities
Remission - the cancellation of a charge which would normally be payable

2. ROLES AND RESPONSIBILITIES

2.1. Governors

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

2.2. Headteacher

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

2.3. Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

2.4. Parents/carers

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



3. CHARGING

3.1. The school expects students to have resources with them as required to engage in the curriculum. Where they do not have the required equipment, they may purchase it from the Student Services at a heavily subsidised rate.

3.2. Charges can be made to cover the cost of all education taking place mainly outside school hours,

except where:

- a) it is an essential requirement of a prescribed public examination;
- b) it is provided to fulfil the statutory duties relating to the National Curriculum;
- c) it fulfils statutory duties relating to religious education.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

3.2.1 School trips and residential visits. Hornchurch High School is committed to enriching and enhancing the curriculum by offering school trips and visits to places of interest. If there is a cost to the trips the school will always seek best possible value for money for any trip or visit that is arranged. The total cost of the trip will be divided by the number of student places available on the trip to calculate the cost per student. The total cost will be calculated in advance of any letter being sent to parents and will be approved by the Senior Leadership Team.

3.2.2 Activities outside of School hours. The school may offer opportunities for out of hours clubs and activities. There may be occasions where there are charges for these activities. Any charge will be to cover the costs of running the activity or club. The school will not look to make any profit for running these activities. There may be some activities that support the delivery of the curriculum but require financial support to deliver the activity. When this is the case parents and carers may be asked for a voluntary contribution towards the cost.

3.2.3 Music tuition where it is not part of the national curriculum and is at the request of parent/carer.

3.2.4 Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them

3.2.5 Where materials or ingredients are required for classes such as Food Technology, it is expected that parents will make a contribution of £20 at the start of the academic year via Bromcom to cover food ingredient costs for the entire year. This is heavily subsidised by the school. This is because it is anticipated that the materials and ingredients will be used to make an end product to be taken home or consumed by the pupil at school. In any instance, students will not be discriminated against and will have access to the lesson. Parents do have the option of providing the ingredients and students bringing them into school however, there are no storage facilities.



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- 3.3. Under the legislation, wilful damage, or loss of school property by pupils is chargeable, and the school will recover from parents of offending students, the cost of repair, or replacement of the damaged or lost property.
- 3.4. Charges will not exceed costs.
- 3.5. Where a student is entitled to a free school meal and demonstrates hardship to access opportunities in school; where there is a fundamental requirement of the curriculum i.e. geography field trip study, this cost should be met from pupil premium funding. If a parent or carer expresses a wish to access a trip or receive a service that is not a curriculum requirement, consideration should be made as to whether part or all of the trip or service can be funded based on available budgets and linked to the added value this will bring to the student's attainment and progress. Individual cases will be dealt with on a case-by-case basis

4. REMISSIONS

- 4.1. The Governing Body may remit charges in full or in part to parents after considering specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of Governors.

5. INSURANCE

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

6. VOLUNTARY CONTRIBUTIONS

- 6.1. Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary. Children of parents who do not contribute will not be discriminated against, and if insufficient contributions are received the trip/activity may be cancelled. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

7. MONITORING, EVALUATION AND REVIEW

- 7.1. The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

