

POLICY

Wirral Grammar School for Boys



Policy	Charging and Remissions
Responsible Manager	School Business Manager
Approval Date	June 2026
Next Review Date	June 2028
Approved by	Headteacher

Wirral Grammar School for Boys has established a Charging and Remissions Policy with the aim of setting out the charges that may be levied for school / college activities, external lettings and other miscellaneous items, the remissions which may be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

Parents/carers are entitled to information about the Schools' Charging and Remissions Policy and the school will ensure that it is available on their website.

Scope

This policy and associated Financial Regulations and Procedures apply to Wirral Grammar School for Boys

Policy

Prohibition of Charges

Wirral Grammar School for Boys recognises that the legislation prohibits charges for the following:

- an admission application to any state funded school or academy;
- curricular education provided during school / college hours (including the supply of any materials, books, instruments or other equipment);
- 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 student is being prepared for at school,
- or part of religious education;
- instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- entry for a prescribed public examination, if the student has been prepared for the resit at school / college.

Charges can, however, be made for:

- Any materials, books, instruments or equipment where the student's parent/carer wishes the student to own.
- Optional extras:
- Music and vocal tuition

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Optional Extras Charges

These 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 outside of school time that is not:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the student is being prepared forat school; or
 - c) part of religious education.
- Examination entry fees if the registered student has not been prepared for the examination at school.
- Peripatetic music tuition where that tuition is not required under the National Curriculum and the School is merely the provider of the facilities for tuition. In such circumstances, charges will be levied by the teacher or organiser providing tuition.
- Transport that is required to take a student to School or to other premises where the local authority/governing body/trust have arranged for the student to be provided with education.
- Transport in relation to residential trips where the trip is deemed to take place wholly or partly outside School normal operating hours.
- Board and lodging for a student on a residential visit taking place wholly, mainly or partly during School hours. This cost must not exceed the actual cost of the provision.

Any charge made in respect of individual students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not, therefore, include an element of subsidy for any other students wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

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

Voluntary Contributions

The School may ask parents/carers for a voluntary contribution towards the cost of:

- Any activity which takes place wholly or mainly during School hours
- School equipment
- School / Academy Fund

The contribution must be genuinely voluntary and the students of the parents/carers who are unable or unwilling to contribute may not be discriminated against. Where there are insufficient voluntary contributions to make the activity possible, and there is not an alternative way of making up the shortfall, then it must be cancelled. In this event, any contributions already received will be returned to the respective contributors.

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Teaching staff and accompanying adults, who are required in a supervisory capacity, will not be required to make any payment. Any cost so incurred will be included in the overall cost of running the activity.

Once the decision has been taken to run an activity, all students whose parents/carers wish them to participate will be included, irrespective of whether their parents/carers have made a full, partial or no contribution.

The responsibility for determining the level and regularity of voluntary contributions is delegated to the Headteacher.

Clothing

Under the Education Act, clothing is excluded from the definition of equipment required/used in connection with a child's education during School hours.

Breakages and fines

If a student is found to be responsible for causing wilful damage to or breakage of property or equipment (the School or otherwise), the student's parents may be asked to meet the costs of any repairs or replacement in full. The defacement or loss of School books is included in this respect.

Remission Statement

In order to ensure that financial barriers do not become barriers to opportunity and learning for students, under certain circumstances the school may elect to meet (wholly or in part) charges payable by parents as set out in the charging policy.

Requests for financial assistance and/or consideration for remission of charges for children of families experiencing financial hardship may be made where parents/carers are in receipt of the following:

- Income Support
- Child Tax Credit provided the parent is not entitled to Universal Credit and their annual income does not exceed the stated maximum according to current tax office advice.
- Income based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Allowances in relation to a registered disability
- Free School / College Meals
- Guaranteed Element of State Pension Credit.
- Income related employment and support allowance
- Universal Credit

Requests may also be made in relation to Looked After Children. Consideration will be given in relation to:

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- Costs associated with residential visits taking place during School time
- Costs associated with residential visits taking place outside School time where the visit meets requirements set out in the National Curriculum
- Costs associated with residential visits taking place outside School time where the visit meets requirements under the School's provision for religious education
- Costs associated with music tuition

Parents / carers who are eligible for the remission of charges will be dealt with confidentially.

Special consideration may be given for hardship cases at the discretion of the Headteacher. In such cases, any subsidy will be provided from the School provided there are adequate funds available for this purpose.

Miscellaneous Charges

Wirral Grammar School for Boys reserves the right to charge back to parents/carers any bank charges which arise due to default on payments e.g. bounced cheques.

- School / College meals will be charged at the levels recommended by the caterers.
- Charge at cost may be made for the issue of replacement security passes.
- Charges for the letting of the School premises or grounds.
- Private telephone calls made using School telephones may be charged at cost identified on telephone invoice listings.

Implementation

Implementation of this policy will be the responsibility of the School Business Manager, who will act on behalf of the school in all matters relating to charging and remissions.

Communication

This policy will be circulated to appropriate staff across the school and is also available on the school website.

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Monitoring

The responsible manager named on the front of this policy is responsible for ensuring that this document is kept up to date and revised as appropriate, seeking management and/or trustee approval in advance of the review date so that a new version can be communicated to staff and stakeholders in a timely manner.