Langley Grammar School

Charging and Remissions Policy

September 2026

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1. Introduction

As a state-funded school, Langley Grammar School provides free education for all students on roll. However, there are a number of activities organised by the school for which it may be necessary to pass costs on to parents in full or in part; these are detailed in this policy together with the circumstances under which parents may be exempt from the charges. The policy also explains where the School may request voluntary contributions and the circumstances in which charges may be remitted or financial assistance provided.

2. Background and legislative framework

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, as well as to remain compliant with the following legislation:

- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999;
- Education (Residential Trips) Regulations 2003, as amended;
- Charges for Music Tuition (England) Regulations 2007.

The legislation states that maintained schools and academies, 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 pupils. Schools may also invite 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, for example towards educational visits. Under the Education Act 1996, governing boards publish a statement of their charging and remissions policy before they may charge for certain defined activities.

The school will therefore not charge for:

- admission to the School;
- education provided during school hours;
- materials, books, instruments or equipment necessary to deliver that education;
- entry to a prescribed public examination where the student has been prepared by the School;
- education provided on a residential visit during school hours;
- education provided outside school hours where it forms part of the National Curriculum, religious education or a prescribed examination syllabus;
- transport that the School or local authority is legally required to provide.

This policy will be made available on the School's website.

3. Definitions

- A **charge** is a fee payable for specifically defined activities.
- **Remission** is the cancellation of a charge which would normally be payable.
- **School hours** are the hours during which the School is actually in session.

4. Charging Policy

Where visits are arranged either as an integral part of a particular examination specification (GCSE or A Level) or to enhance students' learning experience, parents may be asked to contribute towards the cost to fund activities which would otherwise not be possible. Legislation states that a student should not be prevented from participating in an activity or visit if a parent does not wish to contribute. However, parents should realise that a visit or activity may not be viable if there are insufficient contributions to cover the costs, and may need to be cancelled.

In cases of family hardship that fall outside the Remissions Policy (section 5), parents may apply in confidence to the Headteacher or the School Business Manager for exemption from such contributions.

We believe that the school should give students as many varied learning experiences as possible and we shall do our utmost to ensure that all our students have the opportunity to benefit from such experiences. For activities such as music tuition, field trips, museums and theatre visits the table below indicates the charges that will be made. It also covers charges related to examination fees in specific cases.

There may be occasions when an organisation other than the School arranges an activity during school hours and parents want their son or daughter to take part. Such organisations may charge parents for the services provided.

Activity	Comment
Individual music tuition (requested by parents/carers) that is additional to timetabled academic lessons and is not required as part of an approved examination syllabus or otherwise falls within a statutory exemption.	A charge will be made per lesson where students wish to take music lessons with a peripatetic music teacher at Langley Grammar School.
Activities provided outside normal school hours that are not related to the National Curriculum, statutory religious education, or any examination specification for which the student is being prepared by the school	Charges will be applied and explained to parents in an information leaflet or letter to parents.
Materials, books, instruments or equipment that a parent wishes their child to own.	Parents to pay all charges.
Board and lodging on curriculum-based residential visits.	Parents to pay all charges (but see Remissions Policy below).
Any retake of an examination at GCSE, AS or A level at parents' or student's request.	Parents to pay all charges.

Review of marking / exam results.	Parents to pay all charges.
Entry for an approved examination for which students have *not* been prepared by the school.	Parents to pay all charges.
Entry for an exam which is not on the approved list and where preparation takes place outside school hours.	Parents to pay all charges.
Recovery of wasted exam fees.	Parents to pay all charges.
Educational visits and field trips.	Parents will be asked for a voluntary contribution.
Damage to any school property by a student.	Parents will be asked for a contribution to the cost of the damage caused by their son/daughter. The contribution will be decided by the Headteacher in consultation with the Business Manager.
Any damage caused by a student on a school visit.	Parents will pay all costs of the damage caused by their son/daughter.

Any charge made in respect of individual students will not be greater than the actual cost of providing the activity, divided equally by the number of students participating. Charges will not include any element of subsidy for any other students who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

5. Remissions Policy

In some circumstances, the school may not charge for items or activities set out in section 4 of this policy. Where the item or activity being charged for relates to the delivery of the school's academic curriculum, parents or guardians whose child is in receipt of Pupil Premium will be exempt from part or all of the charge.

Where the law requires remission of charges, the school will apply the remission required by law. In particular, the school will remit the full cost of board and lodging on a qualifying residential visit where a parent or carer meets the relevant statutory eligibility criteria.

Parents or carers who can demonstrate receipt of one of the following benefits may qualify for such remission:

- Universal Credit, in prescribed circumstances;
- Income-related Employment and Support Allowance;
- support under Part VI of the Immigration and Asylum Act 1999;
- the guarantee element of State Pension Credit.

6. Monitoring and review

The School Business Manager is responsible for monitoring charges and remissions, and ensuring these comply with this policy. The impact of this policy will be monitored by the Senior Leadership Team, and by the Governors through discussion within relevant committees.

This policy will be reviewed every two years in line with the LGS Policy Framework; it will also be updated if any changes to the information are made between reviews.

Policy approval

This policy has been reviewed and approved in line with the LGS Policy Framework agreed by the Governing Board in September 2026.

Reviewed by	**School Business Manager** **Governors' Resources Committee**	**Date**	**September 2026**
Approved by	**Headteacher**	**Date**	**October 2026**
Next Review	**School Business Manager** **Governors' Resources Committee**	**Date**	**By September 2028**