

THOMAS MILLS HIGH SCHOOL & SIXTH FORM



POLICY DOCUMENT 2

CHARGES AND REMISSIONS POLICY

Date approved by Board of Trustees	15 th July 2025
Next review due:	Autumn Term 2027
Policy review cycle:	Every 3 years
Policy Owner:	Business Manager

Vision Statement

***We, the staff and governors, aspire
to ensure that all our students,
irrespective of ability
and regardless of anyone's doubts,
achieve their potential in full;
and we aspire in this way to make Thomas Mills High School
the best in the country.***

Thomas Mills High School is an Academy and a company limited by guarantee incorporated in England & Wales under number 7605059

1. Introduction

This statement of policy has been drawn up to comply with (a) section 33 of the academy's Funding Agreement and (b) Sections 449 – 462 of the Education Act 1996 and is subject to the approval of the Secretary of State. It is reviewed annually by the Trustees in accordance with the *Handbook of Governance* and a summary is published in the school prospectus.

2. Special Transport

With the agreement of the School, pupils may at times need to attend an activity which is away from the school premises and which is not provided by the Trustees, such as work experience or community service. Where such a pupil uses transport not provided by the School to travel directly between home and the place of the activity, the parents will be expected to meet the cost of that transport.

3. Ingredients and Materials

Parents are asked to make a voluntary contribution towards the cost of consumable materials – food ingredients, fabrics, electronic components and resistant materials. Finished products (pupils' work in Food Technology, Textiles, Art or Design Technology) will become the parent's property.

4. Instrumental and Vocal Tuition

- 4.1 The Trustees will make a charge for providing instrumental and vocal tuition to pupils attending the school. The amount of the charge will be reviewed periodically.
- 4.2 Pupils who are studying Music as a subject at GCSE or A Level will be required to pay half of the full charge.
- 4.3 No charge will be made for the first half term's tuition. Thereafter, no charge will be made to a pupil who is in receipt of Pupil Premium
- 4.4 Remission on grounds of exceptional hardship may also be considered in accordance with paragraph 11 below.
- 4.5 Entry fees for graded music examinations, will be charged, as will fees for the services of a professional accompanist.

5. Optional Extras

- 5.1 An 'optional extra' is education provided outside of school time that is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for in school, or part of religious education.
- 5.2 A charge will be made where the parents have previously agreed in writing to a pupil participating in an optional extra activity.

- 5.3 An excursion not involving one or more nights away from home will count as an optional extra if less than half the time spent on it (including travel time) falls during school hours. (The expression 'school hours' means those hours when the school is actually in session, and does not include the break in the middle of the school day. The present school hours are: morning 8.55 a.m. to 1.00 p.m. and afternoon 2.00 – 3.45 p.m.)
- 5.4 A residential visit involving one or more nights away from home will count as an optional extra if the number of school sessions (half days) spent on the visit = less than 50% of the visit. (A 'half day' means any period of 12 hours ending with noon or midnight on any day.) It will not count as an optional extra if 50% or more of the time = school sessions (even if some activities take place late in the evening).
- 5.5 The charge for an optional extra will be the actual cost of providing it, divided equally by the number of pupils willing to participate. The cost will include travel outside school hours, board and lodging, any special materials, books, instruments or other equipment required, support staff costs, entrance fees, insurance and the expenses of any teaching staff specifically engaged for the activity, incurring cover.
6. **Board and Lodging**
Where any school activity – regardless of whether or not it is an optional extra – involves a pupil in spending one or more nights away from home, a charge not exceeding the actual costs for that pupil can be made.
7. **Public Examinations**
Details of the Trustees' policy on re-sitting public examinations, re-marking and the requesting of examination scripts, and any charges involved, are to be found in policy No. 39 (Policy on Public Examinations: Marking reviewing of Scripts, Resitting of Papers and Requesting the Return of Scripts from Awarding Boards).
8. **Outside Organisations**
An educational trip or other activity may be offered to pupils by some organisation other than the Trustees. If the activity is during school hours pupils (and any teaching staff involved) will need leave of absence from the school. If such leave is granted by the Headteacher or the Trustees, the outside organisation concerned will charge the parents directly for the service provided.
9. **Losses and Breakages**
If a pupil is deemed to have carelessly or wilfully caused damage to school premises, materials or equipment, or by negligence loses any school property, the parents of that pupil may be asked to make a contribution to the cost of repair or replacement. The School also reserves the right to charge the full cost of any books which are not returned at the end of a course.
10. **Voluntary Contributions**
Nothing in the 1996 Education Act or in the above policy statement prevents the Trustees, the Headteacher or the School in general, from seeking voluntary contributions

either for the general benefit of the School or in support of any school activity, whether that activity is in or out of school hours, residential or non-residential. Indeed, without voluntary contributions it would not be possible to run the rich and varied programme of extra-curricular trips so valued by parents and pupils. It may be necessary to point out to parents that a proposed activity will not take place if there are insufficient voluntary contributions.

11. Remissions

- 11.1 If the activity concerned is not an optional extra, as explained in paragraph 5 above, parents whose children are in receipt of, or eligible for, free school meals/Pupil Premium funding currently receive 50% of funding for trips.
- 11.2 Any charge made to parents by the School may be remitted, either wholly or in part, on the grounds that payment by the parents would cause them particular and undue hardship having regard to their financial circumstances and to the educational value to the pupil of the activity concerned. The discretion to grant such assistance will be exercised by the Headteacher or other senior staff.

12. Lockers

New lockers have been introduced to designated year groups. These lockers can be hired for a charge (£5) per year. Usual remissions can be applied.

13. Canteen Payments and Purchases

Purchases from the canteen and 6th Form Hub are made via our cashless system which is linked to the Arbor app and portal. Parents/carers should ensure sufficient funds are on their child's account at all times. An overdraft limit of £5 will be used to ensure pupils are able to purchase essential food and drink, however an overdraft in excess of that may result in purchases being referred to Student Services.

Pupil in receipt of Free School meals will have a daily allowance added to their account for lunch time purchases only. Any purchases made at breaktime will be subject to the above overdraft restriction.

Appendix

Your child may be able to get free school meals if you receive any of the following benefits:

- Income Support (IS)
- Employment and Support Allowance (income related)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

Further information about Free School Meals eligibility can be found on the Suffolk County Council website.

Related Policies

This policy should be read in association with the following:

- Financial Probity
- Financial Policy
- Pupil Premium Expenditure