



# **SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS**

## **CHARGING AND REMISSIONS POLICY**

**DATE: March 2026**  
**REVISION DATE: January 2027**

## Charging and Remissions Policy

### Roles and Responsibilities

The Governing Board has overall responsibility for approving the charging and remissions policy on an annual basis, and delegates this to the Finance Committee. The Governing Board also has overall responsibility for monitoring the implementation of this policy.

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

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

The school will provide staff with appropriate training in relation to this policy and its implementation.

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

### Definitions

**Charge** means a fee payable for specifically defined activities

**Remission** means the cancellation of a charge which would normally be payable

### Rationale

The Governing Board is committed to ensuring a wide range of curriculum and extra-curricular opportunities for our students, whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities. This is embedded in our school vision, "For all to have a love of learning, a positive, independent and resilient approach with a strong sense of community. Each individual will be encouraged to be aspirational, prepared for their future and inspired to make a positive difference".

One of the ways we look to achieve our school vision is through providing a wide variety of opportunities beyond the classroom, which foster well-rounded and balanced skillsets.

In accordance with the Education Reform Act of 1988, Sections 449 - 462 of the Education Act 1996 advice from the DFE on [Charging for school activities](#)), no charges are made to any registered student for their education provided during school hours (including the supply of any materials, books, instruments or other equipment). The school day is defined as 8.50am-12.30pm and 1.30-3.30pm. All activities that are a necessary part of the school curriculum/syllabus, preparation for a public examination, or part of religious education are provided free of charge.

### Voluntary contributions

Where charges cannot be made to registered students e.g. curriculum/syllabus based activities, the Governors delegate to the Headteacher the right to request voluntary contributions from parents/carers. The school ensures that all activities offered are available to all students, regardless of their respective parent's/carer's ability or willingness to pay. No child will be excluded where a contribution is voluntary. The Governors wish to continue to offer students as wide a range of opportunities as possible and hope that parents/carers will look sympathetically on requests for voluntary contributions. If insufficient voluntary contributions are raised to fund an activity or visit, or the school cannot fund it from some other source, then it must be cancelled. The school must ensure that they

make this clear to parents. There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay for curriculum/syllabus linked activities.

### Charging Policy

The principles of best value are applied when planning activities that incur costs to the school and/or charges to parents/carers. When charges are made for any activity they will be based on the overall costs incurred, and the total number of students participating. Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

Charges are made for the following 'optional extras' which are defined below:

1. Education provided outside of school time that is not
  - a) part of the School's Curriculum; or
  - b) part of a syllabus for a prescribed public examination.
2. Board and lodging for a residential trip.

For both of the above, in the case of non-attendance, charges made cannot be refunded (unless another student takes up the available slot).

3. Breakages and replacements as a result of damage caused wilfully or negligently by students.
4. Specialist tuition areas such as Music lessons at the request of a parent, where the tuition is an optional extra. Pupils in receipt of Free School Meals, Pupil Premium and Looked After Children will receive full funding for the first instrument.
5. Additional external examinations / accreditations which are not part of the school's curriculum targets such as Sports Leaders' Award.
6. Public examination fees in the following instances:
  - a) where a student has not fully completed controlled assessment tasks for reasons that are not deemed reasonable by the Headteacher;
  - b) where a Head of Department has major concerns which warrant a student being withdrawn from that subject e.g. due to a student's lack of effort. This decision will be taken in consultation with the Headteacher, Head of Year / Head of Sixth Form, parents/carers and the student;
  - c) where a student withdraws from an examination entry without a reason that is deemed valid by the Headteacher;
  - d) where a student is absent from an examination for a reason other than illness and that reason is not deemed valid by the Headteacher;
  - e) examination entry fee(s) if the registered student has not been prepared for the examination by the school;
  - f) re-sits of prescribed public examinations.
7. Students are expected to return the text books which have been issued to them by the School. If a text book is missing at the end of the year, then the student to whom the book was issued will be charged the full replacement cost.
8. Transport (other than transport required to take a student to school or to other premises where the school has arranged for the student to be provided with education).

9. Any other activity /resource deemed appropriate by the Headteacher and approved by Governors or the Chair of the Governing Board and in line with current legislation.

The Governing Board, on the advice of the Headteacher, may use its discretionary powers to finance from the school budget all or part of any of the activities listed above.

Charges **cannot** not be levied for:

- Admission applications.
- Education provided during School hours or part of the national curriculum.
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Religious Education.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school.
- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport.
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.

A 16-19 Bursary Fund is also available for Sixth Form students as per the Bursary Fund Policy. This is to provide financial assistance towards specific educational purposes such as the costs of transport, books, school trips directly linked with A-levels, meals, examination re-sits, etc. Proof of household income (or income-based benefits) will be required.

#### Remissions policy

The school receives a fixed annual amount of funding, the Pupil Premium Grant (PPG) for students in Years 7-11 who have had a recorded period of Free School Meal eligibility within the last six years (referred to as 'Ever 6 FSM').

Charges will not be made for curriculum-based activities and/or resources where a student is registered for Free School Meals and/ or in receipt of Pupil Premium. Each September, new students entering the School are asked to confirm their eligibility for Free School Meals, and parents/carers of existing students will be reminded about Free School Meals and the eligibility checker on a regular basis.

All students in receipt of Free School Meals or Pupil Premium will be fully funded for curriculum-based enrichment activities, and any extra-curricular activities during the school day (including tuition for a first musical instrument as set out in this policy

#### Individual Cases of Financial Difficulty

In other circumstances, there may be cases of family hardship which will make it difficult for students to take part in particular activities for which a charge is made and where families do not meet the qualifying criteria of being in receipt of namely Pupil Premium or Free School Meals. Requests for financial assistance for students in Years 7-13 should be made in writing to the Headteacher upon receipt of the school letter outlining the details of the activity. The 'Request for Financial Assistance' form (see Appendix 1) is also available on the school's website for parents/carers to submit a request. In such cases:

- Parents/carers will be asked to bear a proportion of the cost in most cases;
- The Headteacher may be able to agree flexible, extended payment terms;
- Financial support is subject to available funding; and
- All cases will be treated individually and in confidence.

The School will consider all available evidence, for example, total overall income and any previous levels of remission made to parents/carers of similar income. Funds used by the School to support students whose families are requesting financial assistance include the Jo Dorman Fund and the Hoffman Fund.

Where such requests are made for financial assistance, contact will be made with parents/carers within 5 school days to confirm the decision made in relation to the request.

Where an issue arises that is not specifically dealt with within this policy, decisions will be made which are in line with the spirit of the policy and relevant legislation.

#### Financial procedures

All monies collected or expended must be accounted through the School's Accounting System, and in accordance with the Academy Trust Handbook and other relevant financial regulations.



**Charging and Remissions Policy: Appendix One  
SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS REQUEST  
FOR FINANCIAL ASSISTANCE**

Please complete the details below and return directly to the Business Office.

Student's Name:		Form	
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I would like to claim financial assistance for the following:

A) Is your daughter in receipt of Free School Meals? Yes  No

B) Is your daughter in receipt of Pupil Premium? Yes  No

C) If you have answered **NO** to both A) and B) above and still wish to apply for financial assistance please explain the reason for your request below and **provide supporting documentation** i.e. Universal Credit Award, payslips etc.

If you would like to discuss your personal circumstances and have a confidential conversation with the appropriate Head of Year, please contact the Pastoral Office for an appointment.

Signed..... Dated.....

Name (please print).....

<p><b>Business Office use only:</b>  <b>FSM list</b>.....<b>PP List</b>.....  <b>Other source of funding</b>.....  <b>Authorised</b>.....<b>Date</b>.....</p>
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INITIAL EQUALITY IMPACT ASSESSMENT FORM

Name of policy/procedure / activity/project:

Charging and Remissions Policy

Is this a new or an existing policy/activity/project?

Existing policy updated

Scope/timescales for project or activity (including review date):

Approved in March 2026. To be reviewed in January 2027.

Policy/project lead and Author of Equality Impact Assessment:

Mr D Thorp, Finance and Operations Director

Outline of main aims of this activity/policy/project:

To provide details on the school's policy and procedures with regard to charging and remissions

Who will benefit/be affected by this policy/activity?

Students of Sutton Coldfield Grammar School for Girls

If an existing policy/activity, do you have any data of use by or impact on different groups which may raise concerns over an equality impact?

No concerns

Does the activity have the potential to impact differently on groups due to a protected characteristic (eg race/ethnicity, gender, transgender, disability, religion & belief, age, sexual orientation, maternity/paternity) for:

(a) Students and members of the community? (eg The Governing Board, students, contractors, visitors, hirers of the premises, agency staff, suppliers etc). Which groups are likely to be affected?

No

(b) Employees?

No

Does this activity make a positive contribution to the School's general or specific duties under the Equality Act 2010? If yes, please detail.

Yes – the procedure applies to all equally

Having reviewed the potential impact of the policy/activity listed above, **I believe a full impact assessment is required / NOT required** (delete as applicable with justification below)

**Full impact assessment is not required**

Justification: The procedure is of equal benefit to all students, regardless of gender, race, religion, sexual orientation etc.

Name: Mr D Thorp

Date: March 2026