NORTHAMPTON SCHOOL FOR GIRLS

Respect for Self | Respect for Others | Respect for Learning

Charging and Remissions Policy

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Version	Date	Updates
V2	**September 2025**	Changes highlighted in yellow.
V3	**October 2026**	Changes highlighted in yellow.

1	Policy Statement of Aims
1.1	The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' personal and social education.
1.2	The Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum and as additional optional activities.
1.3	As a Specialist Music School, the Governors give their support for the use of the school premises by community groups.
2.	**Procedures (standards)**
Charges	
2.1	In recognition of the importance of such activities, the Governing Body will seek to support such activities with money from the delegated budget, but recognises that whatever public funds are made available, there will never be sufficient to fund all desirable activities at the required level. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.
2.1.1	**School Journeys in School Hours** Transport that is not required to take the pupil to school or to other premises where the local authority/governing body has arranged for the pupil to be provided with education.
2.1.2	**Residential Visits** The board and lodging element of residential activities deemed to take place within school hours. To facilitate opportunity of access to all, residential visits should be planned to give sufficient time for payment to be made in instalments of no more than £80 per month. This means, for example, that payment for a trip costing £400 would commence at least 5 months before departure. The same rule applies to any non-refundable deposit which should also be no more than £80. Trips where the payments schedule extends over more than twelve months or where students are encouraged to fundraise as part of the experience are not subject to this limit.
2.1.3	**Activities outside School Hours** The full cost to each student of activities deemed to be optional extras taking place wholly or mainly outside school hours.
2.1.4	**Individual Instrumental Tuition** The cost to the student for providing instrumental tuition.
2.1.5	**Charging in Kind** Parents will be encouraged to make a voluntary contribution, in cash or in kind, to cover the cost of materials, ingredients and equipment for practical subjects such as Art and Design Technology, where the product is consumed or taken home by students. The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.
2.1.6	**Examination Fees** Where a student has not been prepared for a prescribed public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination, as they can for entries to non-prescribed examinations whether or not prepared by the school.

	If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Governing Body may recover the fee from the parent.
2.1.7	**Damage to school property and equipment** Parents will be expected to pay for any damage to the school buildings or equipment by their daughter whether it is deliberate or the result of poor or silly behaviour by a student or group of students.
2.1.8	**General** The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing additional educational activities for students.
Remissions	
2.2	There may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents/carers to apply in confidence for the remission of charges in part or in full. Priority for financial assistance will be given to: • students who are Looked After Children or previously Looked After Children; • students who are eligible for Targeted Free School Meals, in accordance with the relevant West Northamptonshire Council eligibility criteria (see section 2.210); and The School will consider applications from eligible students in the order of priority set out above. Support for students eligible for Expanded Free School Meals will be considered in light of the funding available to the School and the level of support already provided during the academic year. Where funding permits, the School may extend financial assistance to other students where there is evidence of financial hardship or exceptional circumstances. Each application will be considered on its individual circumstances and having regard to the funding available, previous support received by the student and the overall demands on funds. The maximum level of financial support for specific activities/services awarded per student in a single academic year as detailed below. Where an application falls within these limits and confirmation of eligibility and previous support received has been obtained, approval will normally be given by the Finance Office.
2.2.1	**School Buses £400** This relates to any bus provided by the school, and any buses provided by a third party.
2.2.2	**Music Lessons £100** All instruments/grades where individual instrumental tuition is provided at school.
2.2.3	**Residential Trips £100 - £200** Where the total cost of the residential trip is £300 or less, the maximum financial assistance awarded will be £100. Where the total cost of the residential trip is £301 or more, the maximum financial assistance awarded will be £200.
2.2.4	**Day Trips £20** (To a maximum of 3 per academic year) Where the cost of a trip is less than £20, the full cost will be covered by the school, however any difference will not be allocated to a second trip. For example – where Year 7 Applied trips are Twycross Zoo (cost £18) and The Frontier Centre (cost £28), financial assistance of £38 would be awarded.
2.2.5	**School Uniform £60**

2.2.6	**Revision Guides £30**
2.2.9	Where there are exceptional circumstances, or the application does not fit the above criteria, the final decision is made by a member of the Senior Leadership Team in consultation with other appropriate school staff. This is dependent on the level of funding available, previous support received by the individual student and the understanding of their circumstances. Application forms and their associated outcome decisions are held centrally.
2.2.10	Financial support for entitlement to **Targeted Free School Meals** (as per WNC criteria ~~June 2025~~ September 2026): • Universal Credit (with a net earned income of £7,400 or less) • Income Support • Income-based Jobseeker's Allowance • Income-related Employment and Support Allowance • Support under the Immigration and Asylum Act 1999 • The Guarantee element of Pension Credit • Qualifying Child Tax Credit thresholds • Working Tax Credit run-on • Looked After Children • Previously Looked-after Children • Service Children
Charges for the use of school premises and facilities	
2.3	The Governing Body will set and renew on an annual basis, charges for the hire of school premises and facilities. These charges will be minuted and made known to all external hirers of the school's premises and facilities.
Charges for school transport	
2.4	The Governing Body will charge for the cost of home to school transport, with changes set to realistically reflect the cost to the school and will be reviewed annually.
3.	**Refunds**
3.1	**Refunds**
3.1.1	Request for refunds will be considered on an individual basis and may be rejected if the School is unable to recoup the costs incurred.
3.1.2	In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Headteacher. If approved, refunds will be processed via the original method of payment.
3.1.3	The School reserves the right not to refund costs where a learner is withdrawn from an activity by the School on the basis of a learner's breach of the School's behaviour policy.
3.1.4	**Trip Refunds** The school will make every reasonable effort to ensure that charges and voluntary contributions for trips and visits are calculated accurately and reflect the actual cost of the activity. The School does not seek to make a profit from trips and visits. Where a trip or visit is cancelled by the School, any refundable amount held on behalf of a pupil will normally be returned to the parent/carer, subject to any costs that the School is unable to recover.

	Parents/carers should be aware that, once arrangements have been confirmed, some costs may be non-refundable. Payment of a deposit or other specified contribution may therefore be non-refundable where the School has already incurred an unavoidable financial commitment. Following completion of a trip or visit, where the total amount collected exceeds the final cost, any surplus of **more than £6 per pupil** will normally be refunded to the parent/carer. Where the surplus is **£6 or less per pupil**, the School will normally retain the balance as a contribution towards the cost of future pupil activities and educational opportunities, rather than processing a refund.
4.	**Summary of facility charges**
4.1	**School facilities costs**
4.1.1	**Swimming Pool** The Swimming Pool Hire Agreement is available from the Administration Manager detailing all conditions of hire, including requirements for insurance, health and safety and first aid. Hire charges and terms of cancellation are also documented.
4.1.2	**Spinney Theatre** The Hire Charges document is available from the Theatre Manager and from the NSG website, which details current charges for theatre hire and optional extras, such as additional staff, services, and equipment. Conditions of hire including cancellation terms are available from the same sources.
4.1.3	**Spinney Theatre Community Rates** These rates will apply to other schools and local community groups such as Guides and Scouts, and for charitable fundraising events approved by the Theatre Manager.
4.1.4	In the event that additional cleaning is required after the hire of any area, a charge of £25 per hour will be applied.
4.1.5	All other areas of the school are booked via the PFI company.
5.	**Charging for the use of the minibus**
5.1	**Students representing the school** For events such as PE fixtures and musical events where students are representing the school, no charge will be made.
5.2	**Local Trips** This applies for round trips under 40 miles, for example, a geography trip taking students into the town centre will be charged **£1.50 per passenger**. This charge can be covered by the relevant subject or department, or through individual student contributions.
5.3	**Longer Trips** Where a round trip exceeds 40 miles, for example a Duke of Edinburgh excursion to Yorkshire,60 pence per mile will be charged. This should be incorporated into the full trip cost and charged appropriately to individual students.
5.4	**Minibus running costs** These charges are calculated to cover the cost of fuel, the small bus permit, MOT test, Insurance, breakdown cover and minibus valeting. In the event of sudden unforeseen cost increases in any of these areas, the School Business Manager has authority to adjust these charges appropriately until such time this can be documented.
6.	**Policy Review**
6.1	This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.