

Charging and Remissions Policy

Author:	CCA/MKW
Approval Date:	22 September 2025
Approval Body:	Full Governing Board
Review Date:	September 2026
Version:	V2

Version	Date	Updates
V2	September 2025	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	<p>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.</p> <p>The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.</p>
2.1.1	<p>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.</p>
2.1.2	<p>Residential Visits The board and lodging element of residential activities deemed to take place within school hours.</p> <p>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.</p>
2.1.3	<p>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.</p>
2.1.4	<p>Individual Instrumental Tuition The cost to the student for providing instrumental tuition.</p>
2.1.5	<p>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.</p> <p>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.</p>
2.1.6	<p>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.</p>

NORTHAMPTON SCHOOL FOR GIRLS

	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 to apply in confidence for the remission of charges in part or in full. Priority is given to students who are looked after (or a child leaving care) and then to students whose parents have applied for Free School Meals through the Northamptonshire County Council. Eligibility for FSM is based on receipt of financial support as listed at the end of this section. From 01 September 2012, there will be a maximum level of financial support for specific activities/services awarded per student in a single academic year as detailed below. Where the application for remission falls within these boundaries and confirmation is obtained for eligibility and previous support received, approval will be given by the Finance Office.
2.2.1	School Buses £300/400 This relates to any early or late 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
2.2.7	Leavers Hoodie £15
2.2.8	Prom £20
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. Financial support for entitlement to Free School Meals (as per WNC website June 2025):

NORTHAMPTON SCHOOL FOR GIRLS

	<ul style="list-style-type: none"> • Universal Credit (annual net income of no more than £7,400, as assessed by earnings from up to three most recent assessment periods) • Income Support, income-based Jobseeker's Allowance or income-based Employment and Support Allowance • Support under Part VI of the Immigration and Asylum Act 1999 • The guarantee element of Pension Credit • Child Tax Credit (provided no entitlement to Working Tax Credit and annual gross income of no more than £16,190) • Working Tax Credit run-on (paid for four weeks after stop qualifying)
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 charges set to realistically reflect the cost to the school and will be reviewed annually.
3.	Summary of facility charges
3.1	School facilities costs – per hour
	<p>3.1.1 Swimming Pool –£50 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.</p> <p>3.1.2 Spinney Theatre –£80 access/rehearsal time and £200 performance time 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.</p> <p>3.1.3 Spinney Theatre Community Rates –£65 access/rehearsal time and £145 performance time 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.</p> <p>3.1.4 In the event that additional cleaning is required after the hire of any area, a charge of £25 per hour will be applied.</p> <p>3.1.5 All other areas of the school are booked via the PFI company.</p>
8.	Charging for the use of the minibus
8.1	<p>Students representing the school For events such as PE fixtures and musical events where students are representing the school, no charge will be made.</p>
8.2	<p>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.</p>
8.3	<p>Longer Trips Where a round trip exceeds 40 miles, for example a Duke of Edinburgh excursion to Yorkshire, 50 60 pence per mile will be charged. This should be incorporated into the full trip cost and charged appropriately to individual students.</p>
	Minibus running costs

	These charges are calculated to cover the cost of fuel, the small bus permit, MOT test, Insurance, breakdown cover and minibuss 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.
9.	Policy Review
9.1	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.