



## **Charges and Remissions Policy**

Date of review: July 2025

Approved by Chair of Committee:

Countersigned by Chair of Governors:

Date of next review: July 2026



## 1.0 Charging Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experience can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school (see DfE '[Charging for school activities](#)' Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018): [chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://assets.publishing.service.gov.uk/media/5af99c8ae5274a25e78bbe30/Charging\\_for\\_school\\_activities.pdf](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://assets.publishing.service.gov.uk/media/5af99c8ae5274a25e78bbe30/Charging_for_school_activities.pdf)

1. Except where pupils are entitled to statutory remission, to charge for all board and lodging costs on residential activities for nights away from home.
2. To charge the full cost for activities wholly or mainly outside of school hours which are not part of a prescribed public examination, required to fulfil the National Curriculum or religious education. The midday break does not fall within school hours. When more than 50% of the activity takes place in school time (e.g. a school journey taking place all day Friday and Saturday morning) it is deemed to take place within school hours.
3. To charge for the cost of materials, ingredients or equipment (or the provision of them by parents/carers) for practical subjects. Provision of these, or a charge, may be necessary if the parents/carers have indicated in advance that they wish to own the finished product.
4. To charge for peripatetic music tuition.
5. Examination entries where:
  - The school has not prepared pupils for the examination in the year for which the entry is made; or
  - The pupil has failed, without good reason, to meet any examination requirement for a syllabus; or
  - Re-sits if the pupil is not being prepared for the re-sit at school.
6. To charge for re-check of examination results where this has been requested by parents and is not supported by the school.
7. To request payment from parents/carers for damage, graffiti, or loss of school property caused wilfully or neglectfully by their children (Appendix 4). This would include property of any pupil or adult working in or visiting the school.

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 education for pupils. However, this is only when such activities can be provided if there is enough voluntary funding to ensure that no pupil is excluded from such activity by reason of unwillingness or inability to pay the voluntary contribution.



All charges to families should not include subsidies for other pupils or accompanying staff.

Specific mention is made here referencing points 1. and 2. with respect to refunds. Refunds for trips and visits will automatically be made should a trip be cancelled by the school. If a parent/carer chooses to withdraw a pupil from a trip or visit then any refund is awarded on a discretionary basis and parents/carers will need to write directly to the Headteacher to request the refund. Refunds cannot be dealt with by other members of school staff without first having received the written request. There may be some instances where deposits are non-refundable and an administration fee for cancellation may apply. The school may have incurred direct costs which are non-recoverable as a consequence of including the child on the trip (for example, purchase of a ticket which cannot be returned). In this type of event any refund will be discretionary.

The Governing Body delegate to the Headteacher the determination of any individual case arising from the implementation of this policy.

## **2.0 Remission Policy**

Where the parents/carers of a pupil are in receipt of Income Support or Tax Credits, the Governing Body will remit in full the cost of board and lodging for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours, or where it forms part of the syllabus for a prescribed examination or National Curriculum.

## **3.0 Hardship Fund/Bursaries**

The Hardship Fund is used to supplement fees/charges to pupils who fulfil the criteria for an allocation from the fund. The Deputy Headteacher with responsibility for Pastoral issues, or the Headteacher must authorise (Appendix 1) the proposal prior to any payment/transfer of funds to the parent/carer. Various criteria are used to assess the level of hardship:

- Income level - referenced against FSM eligibility
- Evidence of neglect – physical/emotional
- Support attendance – referenced against attendance statistics
- Safeguarding / Child Protection issues
- Support progress/attainment

Sixth Form bursaries (see [DfE 16 to 19 Bursary Fund guide: 2024 to 2025 academic year](#)) are managed by the Leader of KS5, in line with Bursary Funding received from the Local Authority or granted through the Education Funding Agency or its nominated agent. The applications process is evidenced in Appendix 2, payments being made to students via the BACS system.



**List of Appendices contained in Charges and Remissions Policy**

**Appendix 1 Titus Salt School Hardship Fund – Access to Fund to Support Pupils in Need**

**Appendix 2 Sixth Form Bursary**

**Appendix 3 Determination of Charging Flowchart**

**Appendix 4 Letter to parents/carers – contribution towards damage cost**



**Appendix 1: Titus Salt School Hardship Fund – Access to Fund to Support Pupils in Need**

**Hardship fund claim**

**Date**

**Staff code**

**Payee**

**Pupil/Year Group**



Amount £	Receipts attached	Yes/No

**Category of claim**

**Please tick**

- Income level - referenced against FSM eligibility
- Evidence of neglect – physical/emotional
- Support attendance – referenced against attendance statistics
- Safeguarding / Child Protection issues
- Support progress/attainment

**Further detail**

**Authorised Signature/Date**

**Headteacher/Deputy Headteacher**



Appendix 2



16 - 19 BURSARY FUND

HELP WITH ESSENTIAL COSTS OF STUDYING FOR STUDENTS EXPERIENCING FINANCIAL BARRIERS TO EDUCATION

**ELIGIBLE STUDENTS**

1. Designated vulnerable groups  
2. Others facing financial hardship

**HOW NEED IS ASSESSED**

Household income, personal circumstances & individual need are considered

**HOW TO APPLY**

Fill in a form & provide \*evidence of household income  
\*not needed if you get free school meals, or received bursary last year

**HOW WE HELP**

Confidential chat to discuss specific needs/costs & check evidence of household income

**PAYMENT**

Breakdown of bursary-funded items emailed  
Funds paid into student's bank account

CLAIMED BURSARY LAST YEAR?  
CONFIRM YOUR HOUSEHOLD CIRCUMSTANCES HAVE NOT CHANGED & RE-SUBMIT YOUR BANK DETAILS ON PAGE 2

**DO YOU QUALIFY FOR GROUP 1 OR GROUP 2?**

**GROUP 1 BURSARY STUDENTS IN DEFINED VULNERABLE GROUPS**

1 You may be eligible for up to £1200, depending upon your circumstances & benefits, if:  
You are in care or are a care leaver. You receive means tested benefits in your own right & financially support yourself.

**GROUP 2 BURSARY DISCRETIONARY**

2 You may be eligible if you are struggling to pay for education-related costs.  
We are keen to hear from all students who currently get **free school meals** or with a **household** income less than £27,000 per year.

**APPLICATION CRITERIA FOR STUDENTS**

Aged 16 to 19 on 31 August 2025  
Have the right of abode & been resident in the UK for the last three years

**IMPORTANT**

Bursary funding does not affect receipt of other means-tested benefits paid to families.

**A STUDENT'S GUIDE**  
YOU CAN APPLY AT ANY TIME IN THE YEAR

**NEEDS/COSTS**

1 Examples: public transport costs for travel to school, equipment, books, laptop loan & more

**PAYMENT**

2 Paid into your bank account

**NEED MORE?**

3 New costs? You can request extra funds at any time



# 16 - 19 BURSARY FUND

HELP WITH ESSENTIAL COSTS OF STUDYING FOR STUDENTS EXPERIENCING FINANCIAL BARRIERS TO EDUCATION

Name	
Year & Form	

Which bursary are you applying for? (please circle)

Group 1 - Vulnerable groups                      OR                      Group 2 – Discretionary

If you received bursary during Year 12 – go straight to **2**

If applying for the Group 1 – Vulnerable groups bursary, provide the following evidence to show...

You are in care or a care leaver	Letter from local authority	
You receive means tested benefits in your own right & financially support yourself	Last 3 months online award statements or award letters	
<i>We accept photocopies or screen shots</i>		

If applying for the Group 2 – Discretionary bursary, are you receiving free school meals      Yes / No

If Yes, go straight to **2**

If No, provide the following evidence

Number of dependent children living in the household	Number	
Your household income for April 2025 - March 2026 is less than £27,000 <b>OR</b> Your parent/carer is in receipt of Universal Credit (or Child Tax Credit or Working Tax Credit)	Last 3 months online award statements or award letters <b>OR</b> P60 <b>OR</b> last 3 wage slips <b>OR</b> self-employed accounts <b>OR</b> recent DWP letter	
List all other <u>household</u> benefits received		
Adult 1	Last 3 months online award statements or award letters	
Adult 2		
Student only		
<i>We accept photocopies or screen shots</i>		





# 16 - 19 BURSARY FUND

HELP WITH ESSENTIAL COSTS OF STUDYING FOR STUDENTS EXPERIENCING FINANCIAL BARRIERS TO EDUCATION

## Your Bank Details

Bursary payments are paid into a student's bank account.

Bank or building society								
Account name (as appears on the bank card)								
Sort code								
Account number								

## Declaration

The evidence provided is correct and complete to the best of my knowledge and belief. I understand that:

- False or incomplete information leading to incorrect/overpayment can result in future payments being stopped, incorrect funds being recovered and potential referral to the police.
- Payment is dependent upon good attendance (96% unless in exceptional circumstances), attitude and work. Payment can be withheld if key standards are not met.
- Payment relates to term-time only.
- Some awards will be 'in kind', e.g., by school purchasing on behalf of the student.
- I must notify school of any bank detail updates.
- I must notify school of any changes to household financial circumstances which may affect a claim, including no longer qualifying for free school meals.
- I can make additional claims for bursary funding throughout the year.
- Household circumstances have not changed (if I am a Year 13 student who received bursary payments in Year 12).

The information on this form is true and accurate to the best of my knowledge.

Student's name and form (block capitals)	
Signature	
Date	



16 - 19 BURSARY FUND

HELP WITH ESSENTIAL COSTS OF STUDYING FOR STUDENTS EXPERIENCING FINANCIAL BARRIERS TO EDUCATION

Name	
Year & Form	

Use this page to start a list of what actual costs/expenses you are considering claiming.  
 Bring this paperwork plus financial evidence to a member of the Sixth Form Team.  
 We check the claim meets your personal need and adhere to our guidelines.

Potential expenses	Actual costs & details	Cost
Textbooks & revision guides		
Other equipment & materials		
Stationery supplies		
(Public) transport (to school in term time)		
School clothing		
Laptop loan	Yes / No <u>    </u> (Yr 13 – legacy loan)	In kind
(Public transport) for interviews/Open Days		
Course/field trips	<i>Funds paid direct to school</i>	
Emergency accommodation or emergency meal support (timetabled days £2.55/day)		
Yr 13 - UCAS application fee		
Other costs (specify)		
<b>Total amount requested</b>		<b>£</b>

School Use Only	
Meeting date	Staff
Free school meals	Yes/ No
Financial assessment and eligibility confirmed	Yes / No
Application supported	Yes / No
Comments	Cash / In kind / Other / None
Payment authorised	To student                    £
	Reimburse school        £
Signed	Date



Education & Skills  
Funding Agency

#### 16 to 19 Bursary Fund checklist

You should use this checklist when assessing student applications for support from the 16 to 19 Bursary Fund.

##### Eligibility: All Bursaries

- Student meets the age criteria.
- Eligible education provision.
- Student meets the residency criteria for post-16 provision.
- Evidence of eligibility has been retained.

##### Bursary for defined vulnerable groups

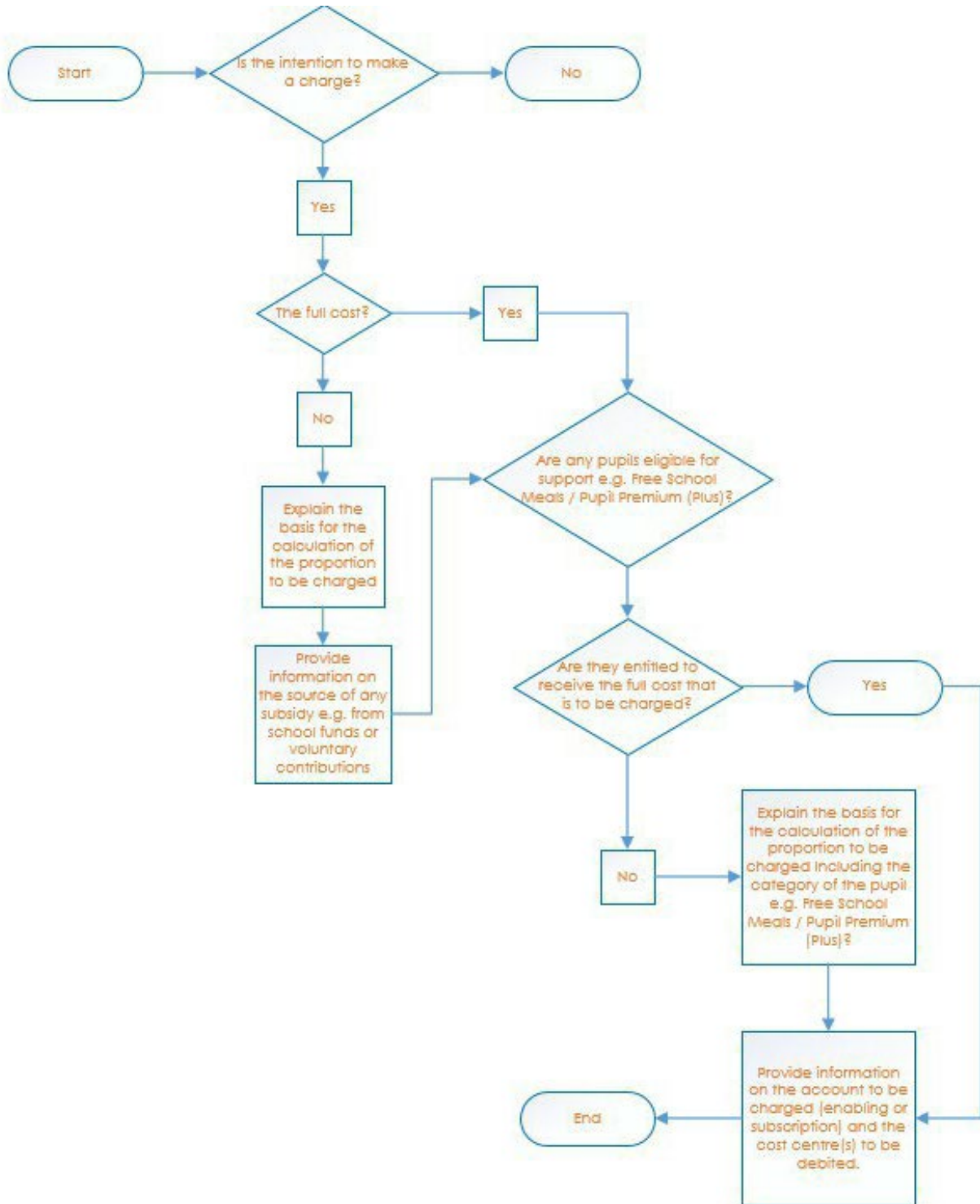
- Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
- Financial needs assessment carried out to confirm actual financial need and amount of support required. **No student should automatically receive £1,200.**
- Appropriate evidence seen and copies retained to confirm student's eligibility.
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

##### Discretionary bursary

- Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
- Evidence of income and overall eligibility obtained, and copies retained.
- Assessment of student's actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.



Appendix 3: Determination of Charging Flowchart





**Appendix 4: Contribution to damage – letter to Parent/Carer**

Parent / Carer

Addr 1

Addr 2

Addr 3

Addr 4

Postcode

Date

Dear Parent/Carer

**Damage to school property [Date of damage]  
[Pupil Forename, Pupil Surname] – [Form Group]**

As you were notified, [Pupil Forename] was involved in causing damage to [describe item(s)] in school. This damage was intentional and as a result the school have had to pay to have the [describe item] replaced.

Damage of this nature and resulting replacement costs are taken from the school budget, which impacts on all pupils. We would therefore ask that a contribution of [£GBP amount] is made to cover the cost of the replacement. Enclosed is an invoice for this amount.

I am sure that you wish to support us in this matter and will also reinforce to [Pupil Forename] the consequences of their actions.

Please do not hesitate to contact [Pupil Forename]'s Year Team, should you wish to discuss this matter further.

Yours sincerely

Headteacher/Deputy Headteacher