Remissions

2026-27

ponthigh.org.uk
Ponteland High School
Callerton Lane, Ponteland, Newcastle Upon Tyne, NE20 9EG

Introduction
The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards students' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

The Legal Context
This charging policy has been compiled in line with DfE requirements and in accordance with Sections 449-462 of the Education Act 1996.

In general, no charge can be made for admitting students to maintained schools.

No charge can be made for any books, materials, equipment or transport for use in connection with education if the education is:

- Within the times of the school day (0900 – 1525)
- For the National Curriculum programme out-of-school hours
- For statutory religious education
- For a prescribed public examination prepared for by the school.

Admission
No charge is made in connection with admission to Ponteland High School

Examinations
No charge is made for:

- Entry to a prescribed public examination if the student has been prepared for it at school
- Examination re-sit(s) if the student has been prepared for the re-sit(s) at the school.

An examination entry fee may be charged if:

- The examination is on the set list but the student was not prepared for it at the school
- The examination is not on the set list but the school arranges for the student to take it.
- The school has prepared the student for the examination but considers that, for educational reasons, the student should not be entered and the student's parent/guardian request that the student is entered
- The re-sitting of an exam if the student, without good reason, fails to attend or meet the requirements of the examination, (e.g. fails to submit coursework).

University Applications
Where applicable the full cost of the university application process is payable by the student.

Materials and Textbooks
Where a student or parent wishes to retain items produced in school a charge may be levied for the cost of the materials used. The charge shall not exceed the cost of the materials used by the student.

Textbooks are provided free of charge unless the student or parent wishes the student to own them. A charge will be made for any additional revision guides.

In the case of Food Technology, students usually provide their own ingredients or the school will provide the ingredients and levy a charge.

Transport
Transport between home and the place of any activity permitted but not provided by the school may be charged for.

There is no charge for:

- Transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing body or local authority has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit.

Voluntary contributions
Parents may volunteer to pay for any educational activity. The school may request voluntary contributions for any visits/activities both inside and outside school time. However, there is no obligation for parents to make any contribution and no student will be excluded from the activity if parents are unwilling or unable to pay. The Headteacher and Governing Body may ask parents for a voluntary contribution towards the cost of:

- An activity which takes place during school hours;
- School equipment;
- School funds generally
- Transport to sporting fixtures

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity may be cancelled.

Music Tuition and Instrument Hire
The school will levy charges for individual, or group (any size), music tuition (vocal or instrumental), if the teaching is at the request of the student's parent. A discount will be available to students in receipt of free school meals. Fees for private tuition are paid through Music Partnership North.

Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition.

There will be no charge if the teaching is either an essential part of the national curriculum and no charge will be made in respect of a student who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

If students make use of an instrument provided by the Local Authority, a charge may be made in respect of the maintenance of the instrument in accordance with the published scale of charges.

Damage/Loss to Property
A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will usually be the cost of replacement or repair unless the Headteacher advises that a lower charge may be made.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge will usually be the cost of replacement or repair unless the Headteacher advises that a lower charge may be made.

Residential visits

Schools **cannot** charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools **can** charge for:

- board and lodging on residential visits but the change must not exceed the actual cost

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of certain benefits may be exempt from paying the cost of board and lodging.

Education partly during school hours

A charge may be made where an activity takes place partly during and partly outside school hours providing it is not:

- Part of the national curriculum.
- Part of a syllabus for a prescribed public examination that the student is being prepared for at the school.
- Not part of religious education

If 50% or more of the time spent on the activity occurs during school hours it is deemed to take place during school hours and there will be no charge made. Where less than 50% of the time spent on an activity falls during school hours it is deemed to have taken place outside school hours and therefore a charge may be levied. For example, an excursion might require students to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

For residential activities the number of half-days is counted (a half-day being any 12-hour period ending noon or midnight). If the number of days and half-days spent on the activity is greater than the number of school sessions (morning and afternoon sessions) that a student would spend on a normal school day, the activity is deemed to take place outside school hours, and vice-versa.

Travelling time is included in the time spent on the activity. When a departure or return time splits a half-day then all the half-day counts if more than 50% of the half-day is used for the activity.

The cost will not exceed the actual cost of the provision and prior written confirmation from the parent is required that he/she is willing to pay the charge.

Activities outside School Hours
A charge will be made to cover the full per student cost of all approved activities taking place outside school hours and deemed to be optional extras (therefore not part of the National Curriculum).

Remissions
Parents of students who are in receipt of the following support payments will, in addition to having free school meals entitlement, also be entitled to the remission of charges:

- **Universal Credit**: (if the application was made before on or after 1 April 2018, the family's income must be less that £7,400 per year - after tax and not including benefits.
- **Guaranteed State Pension Credit**: for individuals who have reached State Pension age.
- **Support under Part VI of the Immigration & Asylum Act 1999**: (administered separately by the Home Office as Asylum Support).

When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will authorise such remission.

Equal Opportunities
The Headteacher will ensure that the school's equal opportunities policies are observed in implementing the policy.

Responsibilities
The Academy Committee is responsible for making and reviewing the policy.

The Headteacher (or Business Manager) is responsible for the implementation of the policy and ensuring that staff, parents and students know the details as appropriate.

Other staff may be responsible for implementing the policy as part of their overall responsibilities (e.g. the Educational Visits Coordinator or Heads of Department).

Monitoring and Review
The Business Manager will report on the policy to the Head as appropriate.

The Head will report to the governors' finance committee on any relevant aspects of the working of the policy as appropriate.

Reviewed: August 2026

Reviewed by: Claire McDonald