



CHARGING AND REMISSIONS POLICY

**Updated: September 2025
Next Review: September 2026**

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by DfE guidance (2014).

The Education Reform Act 1988 states that all education provided in school time must be free of charge. Activities that take place outside school time may be charged to parents.

We believe that activities that supplement and enrich the curriculum are educationally valuable and hope that parents will continue to support them. We try, as far as possible, to keep charges low, however our major cost is that of transport. We can only ask parents to make a voluntary contribution towards the cost, but the more parents contribute, the greater the variety of activities we are able to offer. We do not want any student to miss out on an activity because of a problem with money. Please contact the school if there is any difficulty. This will be totally confidential.

Work produced in some curriculum areas such as art and technology use resources that the school supplies to students through its budget allocation. At the end of the lessons, work will remain the property of the school, unless the equipment and resources are supplied by the pupil. On most occasions, work created by the pupils will be sent home free of charge.

In the event of wilful damage to school property, equipment or buildings by students at the school, parents will be expected to pay for the full cost of replacement or repair.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy as required.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials and equipment. It excludes charges made for teaching an individual pupil or groups to play a musical instrument. Unless the teaching is an essential part of the National Curriculum, we will make a charge. (*See below*)

Voluntary contributions may be sought for activities during the school day which entail additional costs, *for example school trips, a drama group performing in the school.*

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available, it maybe necessary to curtail or cancel activities] From time to time, the school will take part in a charitable event, such as 'Red Nose Day'. On these occasions, we will ask the children to make a donation of £1 in exchange for wearing their own clothes or a fancy dress costume. As this money is all donated to charity, we do expect that every child who takes part will make the full donation.

Optional activities outside of the school day

We will charge for some optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Wherever possible, however we will keep our school clubs free to our pupils.

Residentials

Charges will be made for board and lodging, with a reduction for pupils whose parents are in receipt of eligible benefits.

Music Tuition

Charges may be made for teaching an individual pupil or groups of pupils to play a musical instrument, unless the teaching is:

- part of the National Curriculum,
- part of a public examination syllabus, or
- the first access programme for the whole class as part of the KS2 music curriculum.

Optional Extras

Charges may be made for “optional extras.” These include:

- education provided outside of school time that is not part of the National Curriculum, religious education, or a prescribed public examination;
- board and lodging for a residential visit;
- extended day services such as breakfast clubs and after-school activities.

Transport

Transport provided during the school day, such as travel between school and another activity, will be included in the charge sent home. Charges may apply for transport associated with optional extras, where this is not required as part of the school curriculum.

Charitable Donations

From time to time, the school supports charitable events (e.g., Red Nose Day). Donations will always be voluntary, and no child will be excluded from participation if they are unable to contribute.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Eligible benefits

Parents who are in receipt of the following benefits may be entitled to remission of charges for board and lodging on residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit

- Child Tax Credit (provided the parent is not also entitled to Working Tax Credit and has an annual income, as assessed by HMRC, below the threshold set annually)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – with an annual net earned income of no more than £7,400 (as assessed by earnings from up to three of your most recent assessment periods)

Pupils entitled to Pupil Premium funding may also receive additional financial support for activities.