



Charging and Remissions Policy

2025

Date Approved: 13 March 2025

Signed: Emily Edwards Chair of Governors

Date of Review: March 2026

CHARGING AND REMISSIONS POLICY 2025-2026

Introduction

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) Individual or group tuition in the playing of a musical instrument when applicable
- (c) any other education, transport or examination fee unless charges are specifically prohibited
- (d) extra-curricular activities and school clubs dependent upon individual circumstances, as long as these activities are optional extras.
- (e) Breakages and replacements as a result of damages caused wilfully or negligently by pupils dependent upon individual circumstances.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support
- Income Based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you the parent is **not** entitled to Working Tax Credit) and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed the current year's level.
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credits
- Universal Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed the current year's level.
- The Guarantee element of State Pension Credit

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) Educational Trips, including transport, insurance and entrance fees
- b) 3rd party Visitors offering their services to school
- c) Resources/Equipment for visitors to school (e.g. artist's materials)
- d) Extracurricular activities and clubs – at the discretion of SLT
- e) Any other education activity which takes place unless specifically prohibited

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and no child will be excluded from an activity if their parents are unwilling to pay.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- Offset the cost of any educational trips, including transport, insurance and entrance fees
- Offset the cost of visitors to school
- Offset the cost of resources/Equipment for visitors to school (e.g. artists materials,)
- Offset the cost of any other education activity which takes place unless specifically prohibited

It should be noted that if insufficient contributions are made the school reserves the right to cancel the activity/event/visit.