# CHARGING AND REMISSIONS POLICY

The education we provide wholly or mainly during school hours will be free but, on some occasions, a 'voluntary' contribution towards the cost of an activity may be requested by the school. Parents are free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions

## 1. Aims

The Governing Board recognises the valuable contribution that a wide range of educational activities, visits and experiences can make towards pupils' personal and academic development.

The purpose of this policy is to:

- Ensure that education provided during school hours remains free of charge.
- Clearly set out those activities for which the school may make a charge.
- Explain when voluntary contributions may be requested.
- Outline arrangements for remissions and financial assistance.
- Ensure that all practices comply with current legislation and Department for Education guidance.

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## 2. Legislation and Guidance

This policy has been developed in accordance with:

- The Education Act 1996 (Sections 449–462)
- The Education Act 2002
- Department for Education guidance: *Charging for School Activities*
- Relevant Local Authority guidance

The Governing Board reserves the right to amend this policy in accordance with changes to legislation or statutory guidance.

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## 3. Activities for Which No Charge Will Be Made

No charge will be made for:

### Education During School Hours

Education provided wholly or mainly during school hours, including activities that form part of:

- The National Curriculum
- Religious Education

### Educational Materials

- Books, equipment and materials required for lessons.
- Materials used in practical activities as part of the curriculum.

### Transport

Transport provided by the school or Local Authority where:

- It is necessary to transport pupils to or from an educational activity forming part of the curriculum.
- It is specifically required by law.

### Swimming

The school will meet the costs associated with National Curriculum swimming lessons delivered during school hours.

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## 4. Voluntary Contributions

The school may ask parents and carers for voluntary contributions to help meet the cost of:

- Educational visits
- Visitors to school
- Workshops
- Transport costs
- Enrichment activities
- Additional school resources and projects

Any contribution requested will be entirely voluntary.

Parents and carers are under no obligation to contribute, and a pupil will not be treated differently or excluded from an activity because their parent or carer is unable or unwilling to contribute.

Where insufficient voluntary contributions are received and there is no alternative source of funding available, the school reserves the right to cancel the activity.

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## 5. Parent Payment Accounts and Advance Contributions

The school operates a system that enables parents to make payments towards future educational visits and activities through the school's approved online payment system.

Where funds remain unused, they will be:

- Refunded upon written request from the parent or carer; or
- Refunded when the pupil leaves the school.
- Alternatively, they can be credited to a sibling account.

Appropriate financial records will be maintained in accordance with the school's financial procedures.

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## 6. Residential Visits

Where a residential visit takes place wholly or mainly during school hours, the school will not charge for:

- Education provided during the visit.
- Activities that form part of the National Curriculum.
- Religious Education.

However, the school may charge for board and lodging arrangements at the actual cost incurred.

Parents experiencing financial difficulty are encouraged to discuss this confidentially with the Headteacher.

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## 7. Optional Extras

The school may charge for optional extras provided wholly or mainly outside school hours where participation is not required as part of:

- The National Curriculum
- Religious Education
- Examination courses

Charges made for optional extras may include:

- Travel costs
- Materials and equipment
- Staffing costs
- Entrance fees
- Accommodation costs

The amount charged will not exceed the actual cost of providing the activity.

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## 8. Music Tuition

Charges may be made for individual or group instrumental or vocal tuition provided at the request of parents where the tuition is not:

- Required as part of the National Curriculum;
- Required to fulfil statutory duties relating to the National Curriculum; or
- Part of a syllabus for a prescribed public examination.

The charge will reflect the actual cost of providing the tuition.

## 9. Examination Fees

No charge will be made for entering a pupil for a prescribed public examination where the school has prepared the pupil for the examination.

The school may charge for examination entry where:

- The examination is not on the prescribed list

## 10. Damage to Property and Lost Equipment

The school reserves the right to seek reimbursement from parents or carers where school property, equipment or materials are lost, damaged or defaced as a result of deliberate actions or negligence.

This may include:

- Books
- Chromebooks and IT equipment
- Musical instruments
- School furniture
- Other school property

Each case will be considered individually.

## 11. Remissions and Financial Support

The Governing Board wishes all pupils to participate fully in school life regardless of financial circumstances.

The school may remit all or part of the cost of activities where parents or carers are experiencing financial hardship.

Support may be considered for:

- Residential visits
- Educational visits
- Enrichment activities
- Other activities at the discretion of the Headteacher and Governing Board

Requests will be treated sensitively and confidentially.

Parents and carers who feel they may require financial assistance should contact the Headteacher.

## 12. Equality and Inclusion

The school will ensure that implementation of this policy is consistent with its duties under the Equality Act 2010.

No pupil will be disadvantaged, excluded or treated less favourably because of a family's financial circumstances.

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## 13. Monitoring and Review

The Governing Board will review this policy every two years or sooner should changes in legislation or guidance require it.

The Headteacher will monitor the operation of the policy and report any significant issues to governors.

## OUTCOMES

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.

Review date: October 2026
Next review: October 2028