



Charging & Remissions Policy

Motivate • Educate • Achieve

Date of Policy: July 2022

Reviewed: November 2025

Ratified by the Full Governing Body: 09 December 2025

Date of Next Review: January 2027

Rationale

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

Context

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

Aims

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and which acknowledges the cost of such activities on the school's budget.

Charges

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school.

Activities, for which the school will apply a charge, are shown below:

School Meals

Meals will be provided to Pupils wishing to take up this provision at no more than the recommended retail price advised by our provider. This will be reviewed by the Governing Body and communicated in the Spring or Summer Term annually. There will be no charge for Pupils who are entitled to free school meals or Universal infant free school meals.

Breakfast, Before and After School Clubs

The School may charge parents for each of these out of school hours activities. The Governing Body on an annual basis will approve the scale of charges.

Additional charges for late collection will not be requested from Parents or Guardians for the late collection of their Children from after school activities. However, persistent late collection may result in the pupil's place in the club being withdrawn.

Residential Activities

The full cost to each pupil of board and lodging will be made. Parents have the right to claim free activities if they are in receipt of some benefits. Please ask at the office for more details

Individual Instrument Tuition

The full cost to the pupil for providing any instrumental tuition, if the cost is not an essential part of the national curriculum or examination syllabus, may be charged. It should however be noted that Governors have not charged for this activity in the past and will continue to fully subsidise it while budgets permit. The school may charge for any additional teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is

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based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

There is no charge for instrumental tuition for children in care. This includes instruments, music books and exam fees. This will be considered part of their Personal Educational Allowance.

Lettings Charges Community Room Charges

These are covered comprehensively in our Lettings Policy

Remissions

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities or to the School Fund. Pupils will not be treated differently according to whether their parents have made a contribution

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission

In order to safeguard against many Educational Visits are not cancelled due to voluntary contributions not covering the cost of the activities, Governors will (if necessary) subsidise any visit, visitor or activity by up to a maximum on 10% of its total cost from School Fund resources whilst surplus balances of over £1,000 are held. If the activity generates less than 90% its full cost of the activity by the given deadline, the activity will be cancelled and contributions fully refunded (unless specified in the initial agreement with Parents / Carers)

Voluntary contributions

There are exceptions to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These activities are made possible through the voluntary contributions of parents.

Examples where parents may be asked for a voluntary contribution include:

- Swimming
- Non-residential school Trips
- Enrichment activities e.g. External drama group

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost

No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution however, the planned activity may not go ahead if sufficient contributions are not received.

The opportunity to pay in instalments will be offered to parents who wish to pay in this way for all visits and activities

General

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 additional activities, which take place in school time.

Parents may be advised that the continuance of an activity (or visit) may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

