



# CHARGING AND REMISSION POLICY

This Policy was approved by Governors in:	May 2026
This Policy was shared with staff in:	May 2026
Implementation of this Policy will be monitored by:	Headteacher
The Policy will be reviewed annually or more regularly if needed.	
Policy Review Date:	March 2026
Date of next Review:	<b>March 2027</b>

## **INTRODUCTION**

The aims of the Policy on Charging are to:

- Raise funds to enable the school to run high-quality, wide-ranging and inspiring educational activities on a sustainable basis
- Promote equality and transparency of charges across different activities
- Promote inclusion of children in activities irrespective of wealth
- Comply with legislation

## **EDUCATION**

Education provided wholly or mainly during school hours is free.

Materials, books and equipment lent to children during school hours and after-school clubs remain the property of the school.

The cost in cash of ingredients and materials needed for a practical subject, such as cooking and design and technology, will be requested from parents/carers if parents/carers have indicated in advance a wish to own the finished product.

## **VOLUNTARY CONTRIBUTIONS**

The school may request that parents or carers make a voluntary contribution to the costs of some activities provided during school hours.

The contributions must be genuinely voluntary and the children of parents or carers who are unable or unwilling to contribute may not be discriminated against or children excluded. In assessing the amount of the voluntary contribution the school ensures it does not exceed the actual cost. Where there are not enough contributions to make an activity possible, and there is no way to make up the shortfall, then it may be cancelled.

## **OPTIONAL EXTRAS**

Optional extras are defined as items which:

- Fall wholly or mainly outside school hours
- Do not form part of the National Curriculum

Charges will be made for optional extras such as music tuition. Participation will be on the basis of parental choice and a willingness to meet the cost of the optional extra.

The amount charged for a child will not exceed the actual cost of providing the optional extra. (Actual cost is calculated as total cost divided by total number of children.)

## **SCHOOL TRIPS**

School trips will be classified as either education or optional extras. A trip is an educational trip if 50% or more of the days on the trip are school days.

Parents/carers will be charged the cost of board and lodging for education trips; this is permissible under the Education Act 1996. Parents/carers will be asked to make a voluntary contribution to cover other costs of education trips.

Parents/carers will be charged the cost of optional extra trips.

The school will seek to reduce the cost of external trips and activities by part-funding them where possible through targeted standards funds, grants and donations.

## **EXTENDED SCHOOL**

Extended school activities, which form part of the national curriculum, may be offered free. This includes extra classes run before and after the School day for the school's children.

The school lets its facilities to other organisations as part of its extended school programme. These organisations set and collect their own charges.

## **REMISSIONS POLICIES**

All parents/carers may write to the Head Teacher to request that charges for school trips and other optional extras be met from the School Fund. Priority will be given to requests from children:

- In receipt of free school meals
- With good behaviour and attendance
- A demonstrably keen interest in the optional extra

All parents/carers may write to the Head Teacher to request that fees be reduced for extended school activities.

## **DAMAGES AND LOSSES**

Parents/carers may be asked to pay for any damage to school property caused by their children.

Parents/carers may be asked to pay for vandalism and deliberate breakages caused by their children.

Parents/carers may be asked to pay for any school property lost by their children, including textbooks and library books.

## **ADMINISTRATION OF CHARGES**

Responsibility for the operation of this policy will rest with the Head Teacher

The Resources Committee will be responsible for monitoring the application of the policy, reviewing the policy annually and making recommendations to the Governing Body.

Payments should be made to the Office

Receipts are issued on request.

A letter will be sent to the parents/carers of any children who are leaving or have left with an outstanding debt.

Children will not be allowed to attend optional extras, including school trips, if they have not paid for them in advance. However, there might be circumstances where the School make an exception to this rule e.g. pupil premium families.