



## Charging and Remissions Policy

This policy will be reviewed annually and more often should legislation or circumstances require it.

This policy was <b>last reviewed:</b>	September 2025
This policy <b>next review:</b>	September 2026

**Approved by:**

Elaine Healey  
Chair of Governors

September 2025

# Charging and Remissions Policy

## 1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## 2. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

## 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## 4. School trips/visits and activities during school time - voluntary contributions

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances. Sometimes the school pays additional costs in order to support the visit.

Parents/Carers have a right to know how each individual trip is funded. The school provides this information on request.

The following is a list of additional activities sometimes organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums;
- Sporting activities – sometimes involving transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- School trips;
- Musical events.

Parents/Carers will be given reasonable advanced notice of proposed visits/ activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

## **5. Residential visits - Charges**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging and may invite voluntary contributions to meet other costs associated with the visit. Parents/Carers who receive specific state benefits are exempt from charges for board and lodgings and specific details of exemptions will be provided at the time that residential visit details are notified. This includes children who are in receipt of the Pupil Premium.

Parents/Carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

## **6. Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

Visiting music teachers offer individual or small group music tuition at the school which is additional to the National Curriculum. We give parents information about availability of this facility at the start of each academic year and a charge is made for these lessons. Parents/Carers who receive specific state benefits are exempt from charges for music tuition – details will be provided at the time that tuition is offered. This includes children who are in receipt of the Pupil Premium.

## **7. Swimming**

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity or for associated transport costs. We inform parents when these lessons are to take place.

## **8. Out of School clubs and activities**

The school offers a range of out-of-school clubs and reserves the right to charge for such sessions to cover the cost of provision where those activities are not directly aimed at providing educational benefit to pupils.

## **9. Childcare**

Parents/Carers will be responsible for meeting full costs for childcare provided by school or by a partner working with school.

Parents/Carers may be eligible for financial support towards childcare costs e.g. through Universal Credit. The school will aim to promote financially self-sustainable childcare with full regard to existing provision within the locality.

## **10. iPad Insurance**

Parents/Carers who have signed the iPad Acceptable Use Policy agreement and are not entitled to Pupil Premium Funding will be charged a small fee to cover the iPads when being used off the school premises.

## **11. Transport to Extra-Curricular Activities**

Parents/Carers may be charged to cover the transport expenses associated with any trip for extra-curricular activity. Charges for transport will be strictly based on covering actual costs (as defined in legislation) with no profit element.

## **12. Loss of/ Damage to School Property**

Parents/Carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's misbehaviour. School cannot accept liability for losses to personal items.