



Charging and Remissions Policy

POLICY STATUS

Date approved	September 2025
Review cycle	Annual
Next review	September 2026
Approval level	Governing Body, Individual Governor or Headteacher

In accordance with Sections 450 – 461 of the Education Act 1996, the Governing Body makes no charge for education or educational activities provided during school hours as part of the published curriculum. However, the Governing Body recognises the valuable contribution that the wide range of additional activities can make towards the personal and social education of pupils. The Governing Body therefore reserves the right to levy charges for the following activities arranged by the school, which will not exceed the actual cost of the activity.

Optional extra activities outside school hours, including before and after school clubs

The full cost for activities including residential visits, which take place out of school hours may be charged to parents provided that they are not a necessary part of the National Curriculum, an examination syllabus, or religious education, where no charge will be made. In fixing the charge, the school may take account of the costs for travel, lodging for supervisory staff, and associated supply cover.

Residential visits partly or fully during school hours

No charge will be made for such visits other than board and lodging charges. The Governors will consider remission from the charge for board and lodging to pupils whose families are in receipt of certain benefits.

Where activities are organised and charged by a third party e.g. an independent tour operator, the school may provide for full or partial remission of charges.

Music

If pupils make use of an instrument provided by the school or the Authority, a charge may be made in respect of the maintenance of the instrument in accordance with the published scale of charges. A charge may also be made in respect of the cost of tuition.

Materials for practical lessons

Voluntary contributions or provision of goods in kind may be requested from parents for materials for practical lessons (Design Technology, Food Technology or other subject areas as the Governing Body may from time to time determine), if parents indicate in advance a wish to own the finished product.

Visits in support of the curriculum which are desirable but not essential

The Governing Body recognises that the school may wish to offer opportunities for pupils to broaden the range of experience in connection with certain curriculum areas during school hours. Such opportunities might comprise an educational visit to an historic site, a theatre visit, work in an art gallery or museum, or use of swimming pools.

The Governing Body's policy is to encourage the school to work jointly with parents in this respect, and invite voluntary contributions from parents, either generally to school funds or specifically for certain activities, in accordance with section 460 of the 1996 Act.

In encouraging such co-operation, the Governing Body is anxious to ensure that parents are made aware that any such contributions are voluntary and that pupils will not be treated differently according to whether or not their parents have made any contribution.

The Governing Body recognises that the viability of visits in support of the curriculum, which are desirable but not essential, depends upon the level of voluntary financial support received from parents and delegate to the Headteacher responsibility for decisions in relation to the viability of such visits.

Nursery charges

Children in receipt of funding for 15 hours or 30 hours will receive education within these hours. If parents wish to take up additional hours, extra sessions are available at a cost of £6.00. This equates to £6.00 per hour. We request that children attend whole sessions which run from 8.45am – 12 noon or 1pm – 3pm. Charges will be made for lunches taken within the school day.

We expect payment weekly; however, if payment is not made within four weeks of receipt of the payment request, we reserve the right to decline entry to the child until payment has been made.

If a child is to leave nursery, we would expect at least half a term's notice or funding in lieu of notice.