





Charging and Remissions Policy 2025 - 2027

Chair of Governors signature	
Headteacher signature	
Policy type (statutory / non-statutory)	Statutory
Date	5 th February 2025
Next review date	February 2027





Charging and Remissions Policy

The Governors and staff are committed to the principle of high quality education being provided free of charge.

Budgetary restrictions, however, are such that there are activities of sound educational value which cannot be funded by the school alone.

Aim

To promote a wide range of activities as part of a broad and balanced curriculum and as additional activities.

- Charges will not be made for any activities which are in fulfilment of National Curriculum requirements.
- Activities which occur mainly within school hours will not normally be chargeable. However, there is a charge for group or individual music tuition if this is not part of the National Curriculum.
- In practical/craft activities, parents may be asked for the full or partial cost of materials or ingredients if they wish to own the finished product.
- When organising educational visits, the school invites parents to contribute to the cost of the trip. All contributions are voluntary.
- Parents will be asked to pay for the residential costs of off-site activities and may be asked to make contributions to cover cost of travel and organised activities.
- Where an activity cannot be sufficiently funded it may have to be cancelled and this will be made clear from the outset.
- Parents may be asked to pay for or towards the cost of making good damage to or loss of school property, e.g. defaced books, a broken window where this is the result of the child's behaviour/negligence, lost library books.
- Requests from parents for financial help and assistance will be sympathetically considered in consultation with the Head and Vice-Chair of Governors. Complete confidentiality will be observed in such matters.

The following is a list of additional activities organised by the school which may require voluntary contributions from parents:-

- sporting activities which require transport expenses;
- visiting theatre companies or visits to the theatre;
- musical events.

- The school organises swimming lessons, for children not meeting National Curriculum expectations, these take place in school time and are part of the National Curriculum. We make no charge for the lessons but we do ask for a voluntary contribution towards the cost of transport.
- Afterschool Clubs organised by outside companies will set their own charges to be paid in advance. Refunds are not given for missed sessions.

Refunds

The school budgets to breakeven on all trips and activities and does not seek to make a profit on these. As a result, the school's general approach to refunds, is that any refund provided for non-attendance on a trip or activity must not be at the school's expense.

In the normal course of organising trips and activities, the school is usually required to reserve the number of places it has booked via payment of a non-refundable deposit at certain pre-defined payment dates some considerable time in advance of a trip. As a result, the school will normally charge an initial non-refundable deposit of 20% of the cost of a trip or activity.

In the case of trips or activities where further installments are required, the school will seek to follow the contractual terms of the host/organising body – ie. If these subsequent instalments are also contractually non-refundable, the school will not be able to refund these in the event that a child withdraws. Additionally, where insufficient payment has been made to date by parents to cover the non-recoverable costs resulting from the withdrawal or exclusion of their child, the parents will be required to make additional payment to the school to cover those costs.

While the school is very sympathetic when a child is not able to attend a trip or activity through unforeseen illness, unless the school can secure a refund from the organising body that is delivering the activity, no refund can be provided by the school to parents for their child's non-attendance.

Where the school does not incur cost as a result of the withdrawal or exclusion of a child from a trip or activity, it will offer a refund. The refund will be calculated as the total amount paid by the pupil less any non-recoverable costs.

Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. If your child is eligible for free school meals on the basis of Universal Credit, if your income rises above the threshold your child will remain eligible for free school meals until they finish the phase of schooling (primary or secondary) they're in on 31 March 2025.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and Headteacher.

Accepted by Full Governing Body: 5th February 2025

To be reviewed: February 2027