

Charging and Remissions Policy



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Committee responsible:	FGB
Date approved:	Spring 2026
Review period:	Annually
Next review date:	Spring 2027

Purpose of Policy

Department for Education guidance states that schools cannot charge for activities unless a Charging and Remissions policy is in place. The circumstances in which charges will be remitted must be made clear. Schools cannot charge for activities which take place during school hours, except individual or small group music tuition where parents request it, but a voluntary contribution towards costs may be requested.

No charge will be made in respect of admission to the school or for education provided for registered pupils during or outside school hours in pursuance of the school's duties to implement the National Curriculum or provide religious education.

Neither the parent of any pupil, nor the pupil himself/herself shall be required to pay for or supply any materials, books, instruments or other equipment for use for the purposes of, or in connection with, the education provided.

No charge shall be made in respect of transport provided for any pupil which is incidental to education, but we reserve the right to ask for voluntary contributions towards costs (see below).

Charges may be made for individual tuition in playing any musical instrument, even if such tuition takes place during school hours, except where such tuition is required as part of any syllabus for a prescribed public examination or to fulfill the requirements of the National Curriculum or agreed syllabus for religious education when it shall be provided free.

The Governing Body may charge parents for optional extras but only if the parent has agreed to the provision of such an item for his/her child. Any charges levied must not exceed the cost of their provision.

The Governing Body may make a charge, not exceeding the cost thereof for board and lodging on a residential trip whether or not the activity is provided as an optional extra.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from others.

If a parent wishes their child to take part in a school trip or event but is unable or unwilling to make a voluntary contribution, we do allow the child to participate fully in

the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, the school provides this information on request.

The following is a list of additional activities organised by the school, which require additional voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Sporting activities which require transport expenses
- School trips
- Musical events
- Travelling theatre visits to the school
- Recorders and books for recorder club
- Extra-curricular clubs

Damages

The school would have the right to and may charge for willful or malicious damage to property.