2026

Charging and Remissions Policy

STATUTORY

Approvals	
Signed by:	Sam Smith
Position:	Chair of Finance Committee

Record of Updates		
Date Updated	Additional Information	Updated by
01st March 2023	Annual Policy Review	Headteacher
23.01.24	Reviewed. Some minor amendments Removed references to SLT	Headteacher
19.03.25	Annual review	Headteacher
16.03.26	Annual Review	Headteacher

For ease of writing and reading, throughout this policy, the term ‘parent’ is used. ‘Parent’ should be taken to refer to anyone with a parental or caring role, temporary/permanent, in a child’s life. This includes; foster and adoptive parents, special guardians, grandparents and other family members.

Statement of Principle

During the school day, 8.45am to 3.15pm, all children have full and free access to a broad and balanced curriculum.

Charges and Remissions

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This excludes charges made for teaching an individual or groups of up to four children to play a musical instrument (unless as part of the National Curriculum).

The School will apply any charges levied by the LA for services, which it provides. The School reserves the right to levy a charge in any circumstance allowed by legislation.

The Governors will apply the statutory minimum remissions to any charges which they make in respect of pupils whose parents are in receipt of the following support payments:

- Income Support
- Income-based Job Seeker's Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the specified level

Any further remission will be at the discretion of the Governors.

Voluntary Contributions

Parents may be asked to make voluntary contributions for any visit, journey or activity organised by the School and approved by the Governors. No pupil will be prevented from participating because his or her parents cannot or will not make a contribution. Charges are based upon actual cost divided by the number of pupils participating and there will be no levy on those who can and do pay to support those who cannot or do not. However, the school reserves the right to determine whether the level of voluntary contributions is sufficient to allow the activity to take place. The principles of best value will be applied when planning activities, which incur costs to the school and/or charges to parents.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. The cost of the activities engaged in will be subject to the guidance on voluntary contributions above. Parents in receipt of the support payments detailed above will be entitled to remission of board and lodging charges. However, where participation in a residential trip is voluntary and not a requirement of the National Curriculum, the participation of any pupil whose parents are unable or unwilling to pay will only be

possible if alternative sources of funding can be found. Parents who have any difficulty meeting charges should discuss the matter in confidence with the Headteacher.

Breakages

The Governors reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakage, loss or damage of books, equipment and materials, other than by normal wear and tear.

Charging for materials

Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for ingredients, materials, equipment etc. needed. No child shall be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

Lettings

Terms for commercial letting of the school premises are set out in the Lettings Policy. Use of the school premises by the Before and After School Club may incur a reasonable charge for heating, lighting and wear and tear.

Monitoring and Review

This policy is implemented and managed by the Headteacher.

The Governing Board has delegated the annual oversight, review, update and approval of this policy to its Finance Committee.