School Partnership

Charging and Remissions Policy

Policy produced by the school

Adopted by Full Governing Body -Academic year 2026/27
Review date- Academic year 2027/28

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy, the DFS guidance and complements the school's educational visit policy.

Definition

The school day is defined as: 9am to 3.30pm. The midday break does not form part of the school day.

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. *(See below)*

Voluntary contributions may be sought for activities during the school day which entail additional costs, *[for example, trips to places of interest*]
In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it maybe necessary to curtail or cancel activities]

From time to time we may invite a non-school based organisation such as *a* visiting drama group or storyteller to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example after school activities e.g. football club, theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won’t. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Parent Debts

In the event of an outstanding balance, the school will send a reminder through ParentPay. Should the balance rise above £20, the school will telephone the parent giving notice of 7 days to pay the outstanding debt. If the debt is still outstanding after this period, the school may withdraw any service which would increase the outstanding balance and will seek immediate payment of the debt.

Eligible benefits

We implement the same criteria as that used for Free School Meals.