

Charging and Remissions Policy

Date Approved	Committee responsible for review of policy	Review Date	Policy on Website
January 2026	Finance & resources	January 2029	Yes

Headteacher: Emma Humphrey

1 RATIONALE

1.1 The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as: 8.45 am – 3.25 pm.

1.2 The 1996 Education act requires that each school have a policy on charging for school activities if any charges are to be made. Essentially education provided by the school is free. Charges can be made in certain circumstances.

2 PURPOSES

2.1 To explain clearly to parents when charges can be made.

2.2 To explain to parents how activities such as visits will be funded in the future.

2.3 To meet the legal requirements of the 1996 Education Act section 449-462 sets out the law on charging for school activities in schools maintained by local authorities in England.

3 GUIDELINES

3.1 The school policy on charges will be in accordance with the legal requirements as set out in the Department of Education and Science Circular No.2/89

3.2 The policy has been informed by 'A Guide to the Law for School Governors'.

3.3 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 individual pupils or groups of pupils to play a musical instrument.

3.4 The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

3.5 Voluntary contributions may be sought for activities during the school day which entail additional costs, although these will be kept to a minimum and wherever possible be budgeted for from the main school budget. In these circumstances, no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

3.6 All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. Hampshire Music Service/iRock will make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

3.7 Swimming: The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

4. Optional activities outside of the school day

4.1 The school will charge for optional, extra activities provided outside of the school day, for example sports clubs run by external organisations. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

5. Residentials

5.1 Charges will be made for board and lodging, coach travel and other activities during the trip. Parents who are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (providing that working tax credit is not also received) or the guaranteed element of State Pension Credit will be eligible for support with the cost of the trip.

6. Calculating charges

6.1 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. Support for cases of hardship will come through voluntary contributions and the school budget. Parents are entitled to ask for a breakdown of the costs of the activity in order to ascertain that the school has not overcharged them for their child's place.

6.2 Wherever possible, parents will receive enough notice to be able to pay for charges in installments.

7. Remissions

7.1 Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body will remit some of the cost of board and lodging using pupil premium funding for any residential activity (classed as an optional extra taking place outside school hours). This is made clear in all correspondence in relation to these activities.

7.2 In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full. Authorisation for remission will be made by the headteacher or deputy headteacher on behalf of the governors. All parents however will have the right to appeal to the governing body.

8. Arrangements for monitoring and evaluation

8.1 The Finance Team will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

9. Conclusion

9.1 The school will ensure that, where possible, children will receive a free education. However, many of the activities that have become common place in schools, such as education visits will depend upon voluntary contributions if they are to take place.

10. Monitoring and Evaluation

10.1 This policy, its procedures and activities, used to meet the school's policy on charges and remission, will be monitored and reviewed every 3 years by the Governing Body.