Charging and Remissions Policy 2024

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Approved by Governing body sub-committee: **Resources**	**Date**:
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Signed off by Chair of Governors: **Rebecca Haley**	**Date: 12/2/2025**

CHARGING AND REMISSIONS POLICY

INTRODUCTION

This charging and remissions policy complies with statutory requirements, has regard to the local authority policy statements on charging and is reviewed on an annual basis.

Section 1 Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of materials (other than as excepted below), books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;

- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;

- instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);

- instrumental and vocal tuition for children in care or in receipt of (or having been so in receipt in the last six years) Free School Meals;

- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Section 2 Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school time activities to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently; and

- where there are insufficient contributions to make the activity viable then the activity will be cancelled by the Resources Committee of the Governing Body.

Section 3 Chargeable Activities

The school may recover the full (or part thereof) costs of the following activities which may be provided directly or through commissioned services but charges will not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not:
  (a) part of the National Curriculum
  (b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school
  (c) part of religious education.

- board and lodgings on residential visits (subject to remission arrangements);

- cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours;

- cost of entering a pupil for a prescribed public examination including resits where no preparation has been provided by the school;

- provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers;

- day care facilities;

- Breakfast Club

- After School Wraparound

- lettings (please see school lettings policy);

- 1:1 music tuition;

- photocopying, for example, copies of Governing Body meeting minutes or requests for disclosure made under the Data Protection Act or the Freedom of Information Act;

- extra-curricular clubs which do not fall within section 1, such as Breakfast clubs (cost may reflect materials and teacher time);

- damage to school property intentionally or recklessly caused;

- loss of school property, such as library books, uniform loaned out from stock etc;

- Materials for use in the school such as cookery lessons, where children and their parents have been asked to bring in materials and have failed to do so;

Remissions Policy

There will be no charge for board and lodgings for pupils in receipt of Free School Meals or who have been so in receipt in the last six years.
Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.