



Charging and Remissions Policy

Date adopted: 12/12/2024
Review cycle: Annually
Approval: Headteacher
Local approval*: Headteacher
Next Review Date of Policy: 12/12/2024

Last reviewed: 12/12/2024
Is this policy statutory? Yes
Author: Headteacher
Local author*: Headteacher

*Local approval will either be the local committee, the head teacher, or the CEO (refer to policy schedule)

Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments

1. Introduction

The Trust and Local Governing Committee/IAB recognise no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Aim: To facilitate a broad and varied education which otherwise would not be possible.

2. Education

The School **cannot** charge for:

- an admission application;
- education provided during school hours including the supply of any materials, books, instruments or other equipment;
- education provided outside school hours if it is part of the curriculum or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the curriculum, or part of religious education.

The School **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances
- Community facilities

3. Optional Extras

Charges may be levied for:

- optional extra activities if parents are willing to accept a charge for the costs
- an activity that takes place outside the school day (8.45 am – 3.20 pm)
- any activity, provided they do not exceed the actual cost of the activity
- any materials, books, instruments, equipment or tuition fees for providing education that is not part of the curriculum provision or of a syllabus of a prescribed examination or part of religious education
- the cost of board and lodging on a residential visit
- transport provided for any activity
- musical tuition that is not part of the curriculum provision

Participation in any optional extra will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

4. Voluntary Contributions

The school is entitled to ask for **voluntary** contributions for the benefit of the school or any school activities. However, if insufficient voluntary contributions are raised to fund an activity, then it will be cancelled.

The Headteacher will ensure that any letter requesting a contribution states clearly that the contribution is voluntary.

5. Remissions

Parents who would like to discuss alternative methods of payment should contact the Headteacher. Parents who can prove they are in receipt of certain benefits should contact the Headteacher in confidence.

6. Music Tuition

The law states that all education provided during school hours must be free, but music lessons are an exception.

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may be made if the teaching is not an essential part of the curriculum. No charge may be made in respect of a pupil who is looked after by a local authority.

7. Breakages and Damage

Parents may be charged for the cost of repair/replacement of school property as a result of damage by a pupil.

8. Charges for Passports

As a school and a Trust, we have made the decision not to complete passport applications.

9. Treatment of Pupils

No child will be treated differently according to whether their parents have contributed towards an activity.

Any eventuality not covered by this policy will be considered by the Headteacher and Chair of the Local Governing Committee in line with the current DfE guidance.