Finance Policy

Appendix 3 – Charging and Remissions

Owner:	Business Manager
Date Ratified:	July 7th 2026
Ratified by:	Resources Committee
Date Policy to be reviewed:	Summer 2027

This appendix sets out the circumstances under which the school may charge for activities and the basis on which the Governing Body may remit (waive) some or all of those charges.

The Governing Body recognises the significant value that a broad range of enrichment activities, educational visits and residential experiences bring to pupils' learning. It is committed to promoting and providing these opportunities both as part of a broad and balanced curriculum and as optional activities that further enhance pupils' educational experience.

It ensures that all charges are applied consistently, fairly, and in accordance with statutory requirements.

Charges will not be made for:

- Admission to the school
- Education provided during officially recognised school hours
- Entry fees for prescribed public examinations
- Activities directly related to the school curriculum
- Use of school equipment, materials, or facilities
- Activities or educational visits that take place wholly or mainly during school hours (i.e. where at least 50% occurs within school time)

No charges will be made for education relating to:

- Syllabuses for prescribed examinations
- Delivery of the National Curriculum
- Religious Education
- Musical tuition where it forms part of the curriculum or a prescribed syllabus

Charges may be applied in the following circumstances:

- Optional activities that take place wholly or mainly outside school hours (e.g. clubs), where participation is by parental choice
- Individual or small-group music tuition that is not part of the National Curriculum, and where parental agreement has been obtained
- Additional nursery provision where a child attends beyond their 15 or 30-hour funded entitlement
- Provision for two-year-olds
- The cost of repairing or replacing school property, equipment, or furniture where damage has been caused wilfully
- Replacement of lost or damaged textbooks, exercise books, or planners
- Ingredients and materials used in cookery lessons, where appropriate

Residential Visits

Where a residential visit takes place mainly outside school hours (i.e. more than 50% of the time), charges may include:

- Travel costs
- Board and lodging*
- Materials, books, instruments, and other equipment
- Non-teaching staff costs
- Entrance fees (e.g. museums, theatres, historic sites)

- Insurance

In some cases, pupils may be eligible for remission of board and lodging costs if their parents receive qualifying benefits (see Remissions section).

Contributions

Contributions will be sought from parents for activities taking place during school hours. The school may request contributions for:

- Trips and activities (e.g. workshops) both during and outside school time, residential or non-residential
- School equipment

No child will be excluded from any activity if their parents do not make a contribution, but where insufficient contributions are received, the activity may be cancelled.

Remissions

The school may, at its discretion, subsidise or fully cover costs in exceptional circumstances, or provide flexible payment options.

Requests for remission will be considered on an individual basis by the Headteacher, and treated confidentially.

Parents or carers in receipt of the following qualifying benefits may request financial assistance for school charges:

- Universal Credit (subject to income thresholds)
- Income Support
- Income-based Jobseeker's Allowance or ESA
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (without Working Tax Credit and below threshold)