



Charging and Remissions Policy

Our Vision

We aim to instil in all the balance of academic, behaviour & character skills needed to succeed; inspire all to apply these skills through positive & proactive learning opportunities; and innovate our approaches so all take the lead, utilise their talents and flourish.

"If you believe, you will receive whatever you ask for in prayer." Matthew 21:22

1. GENERAL PRINCIPLES

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body accordingly wishes to promote and provide such activities as far as possible as part of a broad and balanced curriculum for the benefit of pupils of the school.

2. CHARGES

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school. Any remission arrangements for such activities will be at the discretion of the Governing Body *except* in the circumstances defined in Section 3 below.

- **Residential Activities:**

Charges may be made for the board and lodging element of those residential activities which take place during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made. Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; other costs will be covered by the charge.

- **Activities held outside school hours:**

The school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities *except*

- where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or

- where they are required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

In these cases, activities will not be regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to Section 3 below.) Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost.

Parental consent will be obtained if their children are to participate in any activities for which a charge may be made. Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:

- (a) pupil travel costs;
- (b) pupil board and lodging costs;
- (c) materials, books, instruments and other equipment;
- (d) non-teaching staff costs;
- (e) venue entrance fees;
- (f) insurance costs;
- (g) expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra;'
- (h) Materials and Ingredients.

A charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product, e.g. in home economics or CDT. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

- **Optional Extras** Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**
- education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity 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.

3. REMISSIONS

Where the parents of a pupil are in receipt of Income Support, the Governing Body will remit in full the cost of board and lodging for any residential activity the school organises for the pupil if the activity:

(a) takes place within school hours, or

(b) forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the School Governing Body. Any subsidy provided by the Governing Body will be met from school funds.

4. VOLUNTARY CONTRIBUTIONS

This policy will not preclude the Governing Body from seeking voluntary contributions from parents for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently, irrespective of whether or not their parents have made a contribution.

5. BREAKAGES AND DAMAGE TO SCHOOL PROPERTY

The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

6. +PAY

Parents can pay for school dinners, trips etc through +PAY – an online payment platform.

This policy was reviewed and ratified at the Full Governors Meeting on November 10th November 2025

This policy is reviewed annually (before the FGM) in Autumn 2026