



CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES

June 2025

Next Review: June 2026

Approved by: Governing Body

Introduction

The School Governing Body is committed to the general principle of free education and 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 would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy sets out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

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.

Residential Activities held during school hours: 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 will 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; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the Governing Body EXCEPT in the circumstances described in paragraph below.

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 are required in order to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not 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 the remission arrangements described 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:

- i. the pupil's travel costs;
- ii. the pupil's board and lodging costs;
- iii. materials, books, instruments and other equipment;
- iv. non-teaching staff costs;
- v. entrance fees to museums, castles, theatres, etc.
- vi. insurance costs;
- vii. the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the Governing Body, EXCEPT in the circumstances described below.

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 D & T. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

Individual/Group Music Tuition: a charge may be made to parents for individual and group music tuition, even if such tuition takes place during school hours. Parental agreement will be obtained before the tuition is provided.

Lost School Equipment, Books etc: parents will be expected to replace or pay for the cost of lost items of school property.

Breakages & Damage to School Buildings, Furniture or Property: The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

Remissions

Where the parents of a pupil are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), 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:

- i. takes place within school hours, OR
- ii. 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.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors. Any subsidy provided by the Governing Body will be met from Pupil Premium funds.

Voluntary Contributions

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions 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 according to whether or not their parents make a contribution in response to any invitation. **However, if sufficient contributions are not received the activity may have to be cancelled.**