High Rocks Federation

ASPIRATION INCLUSION COLLABORATION

BROADWATER DOWN PRIMARY SCHOOL

LANGTON GREEN PRIMARY SCHOOL

Charging and Remissions Policy

This is a shared policy, applied to all schools within the Federation and superseding any previous separate policies.

Approved	Summer 2026
Next review	Summer 2026

The Governing body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which means that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Chapter 23 of A Guide to the Law for School Governors provides further, detailed guidance on residentials, use of mini-buses, public examinations and activities provided during school hours by external bodies.

Purpose

The purpose of the policy is to ensure that, during the school day, all children have free and full access to a broad and balanced curriculum.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policies and teaching and learning policy.

The **executive headteacher** will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs e.g. school trips, specialised visitors to school, specialised activities in school.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example, art club, martial arts, dance studios etc. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of:

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Action 1999
- Child Tax Credit
- The guaranteed element of State Pension Credit
- Child Tax credit
- Working Tax Credit
- Universal Credit.

The school asks for a small donation towards the residential for families who are unable to pay the full amount. This amount may change depending on individual cases.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come from the school's delegated budget.

Parents who would qualify for support are those who are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of Station Pension Credit, Universal Credit.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Remissions

In some circumstances, the school may not charge for items or activities. This will be at the discretion of the governing board and will depend on the activity in question.