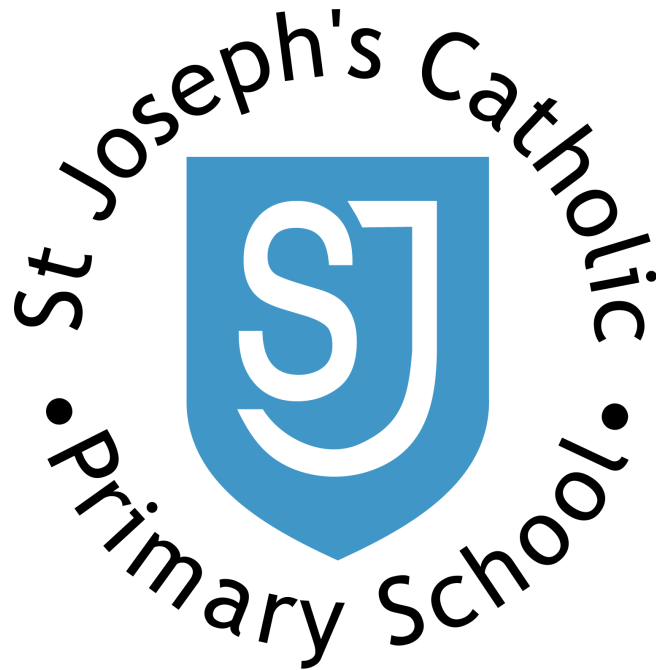


‘Together in God’s family we love, grow and learn’



Charging and Remissions Policy

Policy Owner	Head Teacher
Version No.	5
Issue Date	Sept/Oct 2025
Last Review Date	Oct 2023
Next Review Date	Oct 2027
Signature	J.Baker
Date of Signing	

Introduction

This charging policy has been compiled in line with DfES requirements and in accordance with Sections 449-462 of the Education Act, 1996.

School Trips

Voluntary Contributions

When organising a school trip which will enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary, but if insufficient funds are received, the trip will be cancelled. If the trip goes ahead, it may include children whose parents have been unable or unwilling to pay any contribution – these children will not be treated any differently. Parents have the right to know how the trip is costed and funded and the school will provide this information on request.

The Headteacher, Resources Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Residential trips – Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging, but not transport.

Residential trips – Non-essential

For residential trips which are not essential to the National Curriculum, e.g Dean Field Study Centre Trip:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging, but not transport.

For both points Residential trips, if a parent/carer can prove that they are in receipt of the following benefits they will be exempt from paying for the board and lodging.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit

- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Examination Entries

5. A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
6. A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and has decided not to enter them but the parents wishes the pupil to be entered.
7. In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.
8. A charge will be levied where a pupil fails without good reason to complete the requirements of any examination where the school paid or agreed to pay the entry fee.
- 9 The charge levied in 5 - 8 above will be the cost of the examination entry, plus any applicable centre costs.

Materials & Books

11. The school will not charge for any materials or books which are provided for teaching of the national curriculum.

Music Tuition

12. The school does not make a charge for Music Tuition that is part of the National Curriculum. The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. Children in Care will be entitled to free tuition.

No charge is made by the school for use of the musical instrument provided for music tuition, but the parent is expected to repair or replace any damaged instrument and is informed in the school letter for music tuition.

A charge will be made by the peripatetic teacher for any incidental costs such as music books or drum pad/sticks.

Activities Outside School Hours

13. No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

14. If a pupil is prepared outside school hours for an examination that is not part of the curriculum and has been requested by the parent/carer, a charge will be levied for tuition and other costs.

15. For all other after school clubs outside school hours, a charge up to the cost of the activity will be levied, which will include provision for a first aider to be present during the activity.

Damage/Loss to Property

16. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

17. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Lettings

18. The school will make its facilities available to outside users at the approval of the Governors and charges made on an individual basis. See Lettings Policy

Other charges

19. The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Remissions and Concessions

The Resources Committee may choose to subsidise, in full or part, charges for certain activities for low income families in receipt of benefits as detailed above, and as determined by the Governing Body, and advised by the Headteacher.

Parents/carers must provide details in writing to the Governing Body for their consideration.

The circumstances in which concessions are applied will be reviewed regularly, and annually as standard.

Agreed by Chair of Governors:

Date: Oct 2025

To be reviewed every 2 years

Next review date: October 2027