



Charging & Remissions Policy

Autumn term 2025 - 2026

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Governing committee responsible:	Finance & Resources committee		
Governor approval:	Autumn Term 2025	Website:	No
Staff responsible:	Head Teacher	Date produced:	Spring term 2018

Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our School approach to charging and remissions and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provisions on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the School premises.

1	Admissions	No charge will be made for admission.
2.	School meals	No charge will be made for pupils entitled to free school meals.
3.	<p>Activities for pupils that take place during school hours</p> <p>(School hours are those when school is actually in session and do not include the break in the middle of the school day).</p>	<p>No compulsory charge will be made for activities provided during school hours (with the exception of music tuition – see section 7).</p> <p>No charge will be made for transport during school hours e.g. to swimming.</p> <p>A charge will be made to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish to own the finished product.</p>
4.	Activities for pupils that take place outside the school hours (non-residential)	<p>No charge will be made for an activity that takes place outside school hours when it is:</p> <ul style="list-style-type: none"> a) a necessary part of the curriculum b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school c) part of the school's basic curriculum for religious education <p><u>Optional extras</u></p> <p>We may charge for some other activities that take place outside school hours. The Head Teacher will decide which activities we make a charge for. The levels of charge (including any remissions), will be set annually on the recommendation of the Head Teacher and the Finance & Resources committee.</p> <p>Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra b) non-teaching staff c) any materials, books, instruments or equipment provided in connection with the optional extra d) transport to an activity outside school hours
5.	Activities that take place partly during school hours either on or off site (non-residential)	<p>Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 3.</p> <p>If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, <i>and will apply the same criteria to charging as set out in section 4.</i></p>

		<p><i>All monies should be recovered in full, at least 4 weeks before the residential goes ahead. If the monies are not recovered in full, 4 weeks prior to attending the trip, the child will not be able to attend. Initial deposits must be secured and are non-refundable.</i></p>
6.	Residentials	<p>Residentials are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.</p> <p><u>Board and lodging</u> <i>We will charge pupils an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases a reduced charge will be made for board and lodging (see section 11 of guidance for details of legal entitlements for remissions).</i></p> <p><u>Travel</u> If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although a voluntary contribution may be sought.</p> <p><i>Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils.)</i></p> <p><u>Activities on residential</u> If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. <i>If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see Section 4).</i></p> <p><i>All monies should be recovered in full, at least 4 weeks before the residential goes ahead. If the monies are not recovered in full, 4 weeks prior to attending the trip, the child will not be able to attend. Deposits must be secured and are non-refundable.</i></p>
7.	Music tuition within school hours	<p>No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.)</p> <p>We will charge for all other instrumental and/or vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. At the time of writing this tuition is provided by Inspire and the school passes on their charge directly to parents for reimbursement. Inspire agree to deliver at least 10 sessions each term. No refunds are made unless these 10 sessions are not delivered.</p> <p>Where we make a charge for instrumental and vocal tuition within school hours, we will remit charges for pupils on Free School Meals as defined in section 10 as well as in certain other circumstances in order to ensure specialist music tuition is accessible and affordable for all children.</p>
8.	Childcare	<p>We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the</p>

		Governing Body and in accordance with any requirements set by the local authority where it is subsidising the provision.
9.	Damage to property and breakages	<p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Head Teacher.</p> <p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Head Teacher.</p>
10.	Remissions and concessions	<p>We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible by Nottinghamshire County Council.</p> <p>We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, as advised by the Head Teacher. The circumstances in which concessions are applied will be reviewed regularly.</p>
11.	Voluntary contributions	<p>We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.</p> <p>Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently for those who do. No pupil will be excluded from the activity if their parents do not contribute.</p> <p>If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.</p>
12.	Refunding parent payments	<p>We will not refund parents or carers for paid sessions that are missed due to staff illness, absence or because of enforced school closure.</p> <p>Sessions missed because of enforced school closure will be carried over to the next available billing point, which at present would be either half termly (for After School Clubs), or termly (for Breakfast Club).</p>