# Charging and Remissions Policy

**Policy Reviewed: Spring 2026**
**Next Policy Review: Spring 2027**

**General Principles**

The School Governing Body is committed to the general principle of free education. In determining the charging and remissions policies which are set out in this document the Governors have been mindful of the policy statement produced by Nottinghamshire Local Education Authority.

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 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.

**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 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; 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 below.

**Activities held outside school hours, except for chargeable childcare services**

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 generally '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:

1. The pupil's travel costs;
2. The pupil's board and lodging costs;
3. Materials, books, instruments and other equipment;
4. Non-teaching staff costs;
5. Entrance fees to museums, castles, theatres, etc;
6. Insurance costs;
7. 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. cooking in Cooking Club. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

**Chargeable Childcare Services.**

These include Breakfast Club, Fun Club and 'Early Years Extended Sessions'.

Terms will be determined by the Governing Body. Parents will be given a term's notice of any price increase.

Payment for these services must be made in advance. **Children will not be allowed to attend the session if payment has not been received.**

The school can use chargeable services to support the inclusion of SEND children for a voluntary donation/no charge of parents/carers where it deems necessary for their educational success in school.

Children of parents/carers/members of staff who are volunteering, working unpaid and/or working for the school, and require one of the above chargeable services whilst doing so, will not be charged by school.

**School Meals**

These will be charged at the rate set by the Local Authority. Payment should be made in advance of the meal/session. Children (Parents) should inform the school on a daily basis at registration if they require a school dinner.

If 5 meals have been taken without payment being received the parent will be contacted to provide a lunch on the 6th day.

The school will pursue all outstanding money for meals owed.

**Remissions**

Where the parents of a pupil are in receipt of free school meals or if the school receives pupil premium in respect of that pupil, 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:

1. Takes place within school hours,
   or
2. 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 the funds at its disposal.

**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.

**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.

**Review**

The School Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.