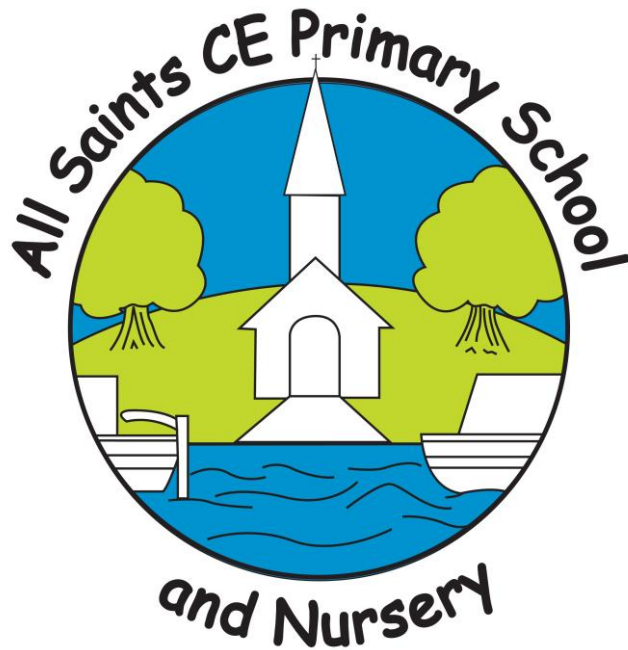


# Charging Policy



***'Learning for life,  
building a firm foundation'***

Reviewed: September 2026

Chair of Governors: Catherine Arrowsmith

Signed:

Headteacher: Lisa Edwards

Signed:

A handwritten signature in blue ink, appearing to read 'Lisa Edwards', is written over the 'Signed:' label.

## **Aims**

The school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## **Legislation and statutory guidance**

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## **Roles and responsibilities**

The governing body

- The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

## **Headteachers**

- The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

## **Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

## **Parents/carers**

Parents and carers should contact the head teacher if they feel that they are unable to provide a voluntary contribution towards the planned visit.

### **Voluntary contributions**

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school usually invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. The school is entitled to cancel the trip if the level of contributions does not meet the budgetary requirements collected prior to the activity.

In cases where monies are levied, parents must be advised in advance and money collected prior to the activity. Requests for help from parents on income support or working family tax credit will be considered and assistance provided within the limits of the school's budget. Complete confidentiality will be observed in such matters. Any insurance will be included in charges for trips or activities.

Sometimes in subjects such as Design and Technology the children may wish to take home items that use more expensive materials and if so, a small charge will be made to cover costs, especially of materials that could be recycled.

### **Where charges can be made**

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras that are not part of normal curriculum lessons
- Music and vocal tuition that is not part of the normal music lessons e.g. guitar or violin lessons provided by an external specialist music teacher
- Before and after school care (breakfast club and after school club). Please see the separate policy for breakfast club and after school club for charges for care.
- After school clubs such as art clubs or sports clubs
- Deliberate damage to school equipment
- Voluntary contributions to trips, visitors into school and residential visits. If appropriate funds cannot be raised through school-funded pupil premium contributions and voluntary contributions, then the planned trip, visitor into school or residential may be cancelled. Board, lodging and travel costs will be charged on residential trips, subject to statutory exceptions. If a pupil cannot attend a trip at the last minute, e.g., due to illness, it will be at the school's discretion as to whether a refund is given. The school will consider whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil. If a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or

refunding parents. If the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

- Contributions towards coach travel when the venue is within a walkable distance (up to 30 minutes away from school) of the school such as a coach providing transport to the local sports centre, local museum etc
- Completing legal forms including passports and disability allowance forms to cover the time and administration required to complete the forms by the appropriate members of staff (**headteacher and SENCO**). The headteacher and SENCO will only complete these forms if they have available time and **the time will be charged for by the school at a cost of £40 per form**. This will only be waived in exceptional circumstances at the headteacher's discretion. No staff will complete any forms which require any personal information such as a personal address or passport number.
- The SENCO will only complete disability allowance forms that are requested when the payment has been made to the school office. No other requests will be considered due to the number of requests that are currently made. Doctors and other health professionals can be contacted to complete the forms, but they will also charge for completing these forms.
- Provision of information under the Freedom of Information Act where administration costs are incurred.

### **Where charges cannot be made**

- Education provided during school hours.

### **Remissions for residential visits**

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging only for residential visits. The evidence must be shared with the school in the form of a paper or electronic documentation stating the benefit. They will still be expected to pay for the other costs linked to the visit:

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 guaranteed element of Pension Credit

Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190

Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)