



# Charging & Remissions Policy

**Last reviewed on:** January 2025

**Next review due:** January 2026

**Source** DfE

**Owner** Director of Finance & Operations

**Approved by** Finance, Audit & Risk Committee

## **1. Introduction**

The purpose of this policy is to provide clear information about charging, remissions and voluntary contributions for the school's activities. The Trust recognises the valuable contribution that a wide range of activities, including visits, residential experiences and clubs, can make towards all aspects of children's education. The Everychild Partnership Trust is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established this policy to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

## **2. Legislation and Guidance**

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

This policy complies with the DfE's publication "Charging for Schools Activities May 2018" (no updates have been issued since this publication date). The Trust recognises that the Act prohibits charges for school activities that take place within school hours and/or are part of the school curriculum. This Policy reinforces that principle, whilst setting out those school activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

## **3. Voluntary Contributions**

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours defined as those during which the school is in session, but excluding the midday break, it should be free. No compulsory charge will be made for any activity which takes place during school hours. Schools may always seek voluntary contributions in order to offer a wide range of experiences to pupils. It will be made clear in all correspondence that contributions are voluntary and that children of parents/carers who do or cannot contribute, will not be treated differently. If any parents/carers have financial difficulty (no pupil will be prevented from taking part), they will be invited to talk to the school to see if an agreement can be reached.

## **4. Where charges will not be made**

Education provided during school hours will be free of charge. No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the national curriculum. Tuition for pupils learning to play musical instruments if the tuition is required as part of the national curriculum.

It should be noted that if an external organisation arranges an activity to take place during school hours, and parents/carers give their consent to their child taking part, such an organisation may make a charge.

Voluntary contributions may be requested to enable the school to run extra activities which are deemed educationally desirable.

## **5. Day Trips**

Optional trips wholly or mainly outside school hours will be charged at full cost.

Where the trip occurs during the school day, parents/carers will be asked for a voluntary contribution to cover the cost of their child's participation.

The amount requested will represent the actual cost of providing the trip, spread equally between the number of pupils participating. No profit will be made.

Once a trip has been paid for, there will be no reimbursements for absentees on the day, other than in exceptional circumstances at the Headteacher's discretion.

Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution requested. Any shortfall will be met from the School Fund or Pupil Premium funding.

Children will be treated equally regardless of the amount of voluntary contribution made by their parent/carer.

If insufficient funding is received, the School and/or Trust reserves the right to cancel the trip.

## **6. Residential Trips**

For all activities outside school hours, the charge will be set to cover the cost of items such as, but not limited to:

- Transport costs
- Board and lodging
- Entrance fees
- Insurance costs
- Materials required
- Incidental expenses
- Costs incurred as a result of staff supervising the activity
- Incremental building costs

The charge should not subsidise any other pupil participating. Any remission of charges for individual pupils should be met from the School budget.

Parents will be charged the cost of board and lodging on residential trips. The amount requested will represent the actual cost, spread equally between the number of pupils participating. No profit will be made.

An initial deposit is usually requested for residential trips with the remaining balance payable in instalments. The initial deposit is non-refundable should a child subsequently not participate in the trip. A request for the refund of any further payment must be made in writing by the parent/carer to the Headteacher and will be considered at their discretion. If the cancellation is due to illness, a medical certificate may be required. If additional costs have been incurred in respect of the trip for the child who is no longer able to attend the trip, this element will not be refunded.

Children will be treated equally regardless of the payment made by their parent/carer.

If insufficient funding is received, the School and/or Trust reserves the right to cancel the trip.

## **7. Where charges will be made**

### **7.1 Extended Care Provision**

The Breakfast and After School care (and any holiday clubs) are not educational activities and therefore are chargeable separately.

## **7.2 Optional Extras (Clubs)**

Charges may be made for some activities that are known as 'optional extras'. The school aims to provide a variety of clubs and the school reserves the right to charge for clubs outside of normal school hours that are not part of the national curriculum. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges, prior to attendance at the activity. Parental agreement must be established prior to a child attending such an activity. There will be no reimbursement for absentees.

Children who qualify for Pupil Premium will be entitled to one free club each term on the basis of availability of spaces.

## **7.3 School Meals**

Children in Reception, Year 1 and Year 2 receive a free school lunch funded by the Universal Infant Free School Meal programme.

Charges are made for school meals from Year 3 onwards, unless a pupil is entitled to free school meals).

## **7.4 Uniform**

A variety of items are available for sale via the official uniform suppliers. Some items of uniform are compulsory, and these are detailed in the School Uniform Policy.

## **7.5 Photographs**

Individual and class photographs taken by the school's appointed photographer are offered for sale from time to time.

## **7.6 Music Tuition**

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition. Charges are raised by the peripatetic music teachers and should be settled directly.

## **7.7 Loss of or damage to Trust/School property**

Loss of, damage to or breakage of Trust/School property e.g. books, windows, furniture, equipment etc. will be charged for if caused by carelessness, negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost at the Headteacher may decide. Similarly, a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the Trust/School.

## **7.8 Other**

The Trust/School may levy a charge for miscellaneous services up to the cost of providing such services e.g., for providing supporting evidence regarding visa applications, passports and additional reports for independent school applications etc.

## **8. Correspondence**

It will be made clear in all communications where contributions are voluntary, and that no pupil will be treated differently according to whether or not their parent/carer has contributed.

If insufficient funds are collected to cover costs, the school and/or Trust reserves the right to cancel the trip and/or activity.

## **9. Remission of Charges**

Any charge may be remitted in whole or in part in response to a request by the parent/carer in writing to the Headteacher in confidence.

Pupils may be eligible for a remission of charge(s) if their parent/carer is in receipt of at least one qualifying benefit, and/or facing financial hardship.

Where a child is eligible for Pupil Premium, we will cover up to 50% of the cost of day trips and other activities from the Pupil Premium Grant, where we normally ask for voluntary contributions. Parents/carers are still invited to make a contribution towards the balance.

EXAMPLE LETTER 1

Dear Parent,

During each school year pupils, as part of the curriculum, may make certain articles out of materials provided by the school. There are also occasions when specific books, equipment or instruments might be acquired for pupils.

At times, parents might wish to own such items, and it is possible for these to be purchased from the school at a price equivalent to the cost incurred by the school.

If you are interested in buying any items, please either detach or return the slip below indicating your wish to make a purchase or write to me at any time during the year. You will be told the cost of any item in a note which your son/daughter will bring home. Payment would become due immediately. Naturally, if you do not wish to own any particular article, your child will not be disadvantaged in any way as the school has a duty to provide all materials and equipment to ensure an effective delivery of the National Curriculum.

If any parent is interested in owning materials or equipment, but feels unable to meet the cost at present, please do not hesitate to make an appointment with me to discuss how a resolution might be achieved.

Yours sincerely,

Headteacher

EXAMPLE LETTER 2

Dear Parent,

Example: Visit to Theatre

It is intended to arrange a visit to xxxxxxxxxxxxxxxxxxxx on xxxxxxxx(date). For a performance of xxxxxxxx commencing at 5.00 p.m. The journey will be by coach, leaving the school at 2.30 p.m. Return to school is expected to be about 10.30 p.m.

As the major part of the journey is outside of school hours and the activity is not directly related to the children's curriculum or an examination for which they are being entered, there will be a charge for the visit amounting to £xx per head. This includes the cost of the coach and of the theatre ticket.

Participation in the visit is voluntary. Those pupils choosing not to take part will follow a normal timetable until the end of the school day at 3.30 p.m when transport home will be as normal.

If any pupil/student wishes to take part in the trip, but current circumstances make it difficult to meet the charge, please do not hesitate to contact me in confidence to discuss whether it is possible to reach some mutual arrangement.

Yours sincerely,

Headteacher

Dear Parent

Residential Visit

We are proposing to arrange a residential trip to xxxxxxxx next year/summer/autumn for Class/Year X pupils. The dates planned are xx xxxx to xx xxxx 20xx inclusive, and the children/students will stay at xxxxxxxxxxxx (*name of hotel/establishment*). The purpose of the trip is to enhance the curriculum for the children/students and they will benefit (*give brief details of educational opportunities and benefits*).

The total cost per pupil for the trip will be £xxx, which includes an element for board and lodging, which is chargeable to parents.

The cost of board and lodging will be £xx per child/student, which includes breakfast, packed lunch and dinner. Payment of a £xx deposit is required by (*date*), with the balance being paid by (*final date*) either in a lump sum or by installments as agreed with the leader of the trip.

If a family is in receipt of specific benefits, the school is obliged by law to waive the charges. A list of the benefits applicable are set out in the School Prospectus and in the school's charging policy, which are available from the school office. If you wish to speak to me in confidence about the entitlement to waive charges, please do not hesitate to contact me to arrange an appointment.

All other costs, including transport, will be £xx, and parents are being asked to make a voluntary contribution of all or part of this amount. Parents are not obliged to make a contribution, but it is probable that, if insufficient monies are received, the trip will have to be cancelled. If there are exceptional cases of hardship, the school will try to support costs through its own budget, but this would reduce what we are able to spend in terms of materials and equipment for the children.

Further details of the trip will be sent at a later date.

Yours sincerely,

Headteacher



Dear Parent

Visit to xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

It is intended to arrange a visit for Classxxx/Yxx pupils to xxxxxxxxx on (*date*). The journey will be by coach, leaving school at x.xx am. Arrival back at school will be at about x.xx p.m. and, if you wish your child to participate, you would need to meet your child, or make arrangements for his/her collection, at that time.

You are invited to make a voluntary contribution of £x to cover the cost of the transport and other incidental expenses, but you would need to provide a packed lunch. Although the contribution is voluntary, I do need to point out that it is probable that the visit could not take place unless all parents, who are able, are willing to contribute.

I appreciate that some families might find it particularly difficult to contribute all or part of the suggested sum, and if you feel that you are in such a position, please do not hesitate to contact me in confidence to discuss whether some suitable arrangements can be made to cover the cost of your child's participation.

I also need to stress that if a family were unable to contribute, and the trip were still to proceed, no child within the class/year group for whom the trip is intended will be disadvantaged and be left out of the activity.

Yours sincerely,

Headteacher