



Charging and Remissions Policy

Manor
Drive



17 March 2025

Presented to Local Governing Committee 17th March 2025

Date approved: ¹	17 th March 2025
Date reviewed: ²	March 2025
Date of next review: ³	Spring Term 2027



1. Introduction

The law requires that education during normal school hours and the examination of students in accordance with the National Curriculum are provided free of charge. The Governing Body recognises the valuable contribution that the wider range of additional activities, including trips, clubs and residential experiences can make towards students' education and reserves the right to charge parents (word 'parent' refers to parent or carer or guardian within this policy) in accordance with the provisions of the Education Act 1996.

It is the aim of this document to explain clearly the Charging and Remission Policy that exists within the school and the procedures that must be followed.

The purpose of the Policy is:

- To provide effective, fair and reasonable treatment to any charges and remissions related to the school and as such to promote and provide activities both as part of a broad and balanced curriculum for the students of the school and as additional optional extras.
- To ensure that all staff, parents and students are aware of the procedures in place
- To provide awareness of Charging and Remission should the need arise at Governor meetings.

2. Educational Considerations

The school does not take into account parents' abilities to contribute to the school, in financial or other ways, when deciding whether to admit students.

The essential costs of following syllabuses for prescribed public examinations or as part of the national curriculum are to be met by the school at all times.

(As part of its normal working, essential equipment eg. safety goggles, aprons are provided by the school)

The school requires parents to make reasonable endeavours to provide their children with the appropriate uniform, sports dress for games, PE and swimming, as specified in the school's policy. Our uniform supplier Total Clothing can supply uniform from it's Peterborough shop, online orders can be delivered to parent's homes for a small fee, or online orders can be delivered free of charge to school and collected by parents from there.

Unless otherwise advised to the contrary, transport provided in school hours to carry students to other premises where education/ academic activity is arranged will be provided free of charge.

3. Examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

4. Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we will 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. Subsidies from various sources e.g. Trips Budget, Disadvantaged Fund, voluntary organisations, will be considered to cover deficits.

Whenever possible, the school will give sufficient notice to allow parents/carers to pay by instalments.



Unless otherwise notified, a deposit(s) required in respect of any trip, visit or activity will be non-refundable. In appropriate circumstances the school may, at its sole discretion, subsequently refund part or all of any deposit paid. Where instalments have been paid towards a trip these will become non-refundable (except at the school's discretion) once the due date in the payment schedule has passed. This is to take account of expenditure made for advance bookings which may have been made on the basis of a child's participation.

If a deposit or any other payment is made in respect of any particular trip, visit or activity and a student's behaviour is such that, having regard to the school's policies on behaviour and discipline, the student is refused permission to participate then all such payments shall, unless otherwise agreed, be retained by the school to defray costs, expenses and any losses relating to that planned Event.

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. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to places of interest
- sporting activities
- indoor/ outdoor adventure activities
- visits to or by a theatre company
- school trips
- musical events
- transport

5. Residential Visits

When a residential visit takes place either inside or outside school hours a charge will be made for the cost of travel expenses, board and lodgings, and the entrance fees and price of activities subject to the Remission Policy. The charge will not exceed the actual cost of provision.

6. Swimming

The school organises swimming lessons for children in KS2. This takes place in school time and is part of the National Curriculum. We charge for this activity to cover the cost of both the tuition and a contribution towards transport.

7. Music Tuition

All children study music as part of the school curriculum. There is no charge for this provision.



8. School Meals

Free School Meals will be provided where a parent is in receipt of the following as at the date this policy is agreed or the current revision is in place:

Income Support (IS)
Income Based Job Seekers Allowance (JSA(IB))
Employment and Support Allowance (Income Related) (ESA (IR))
Child Tax Credit but not Working Tax Credit and having an annual household income of less than the most recent limit notified
Guarantee Credit element of State Pension Credit
Support under Part 6 of the Immigration and Asylum Act 1999

9. Damage to Property

Parents are advised that they will be asked to pay the costs of repairing damage to the school buildings, replacing broken windows and/or defaced/damaged/lost textbooks etc where these are the result of their child's behaviour.

10. Outstanding Monies

The school reserves the right to take legal action to recover any properly due charges, fees, costs, damages or other expenses that remain outstanding after prior written notice has been issued to the parent concerned seeking either settlement or an explanation for non-payment.

The school will always seek to reach a mutually agreed settlement to any dispute concerning its charges and will consider applying its Remission Policy in cases of genuine financial hardship.

11. Remission Policy

The school will respond to requests for remission of charges on a case by case basis, which will be to a limited extent as current year funding allows. This is at the discretion of the Headteacher.

Where the school undertakes an activity where a voluntary contribution is to be requested remission may be made to students whose parents receive income support or job seekers allowance or any income based governmental replacements or who can demonstrate low family income. On application to the school, consideration will be made to make a payment towards the cost of a trip from the Financial Disadvantage Fund. This is on a case by case basis at the discretion of the Headteacher.

12. Review

Unless otherwise required, this policy will not be reviewed for a period of two years.