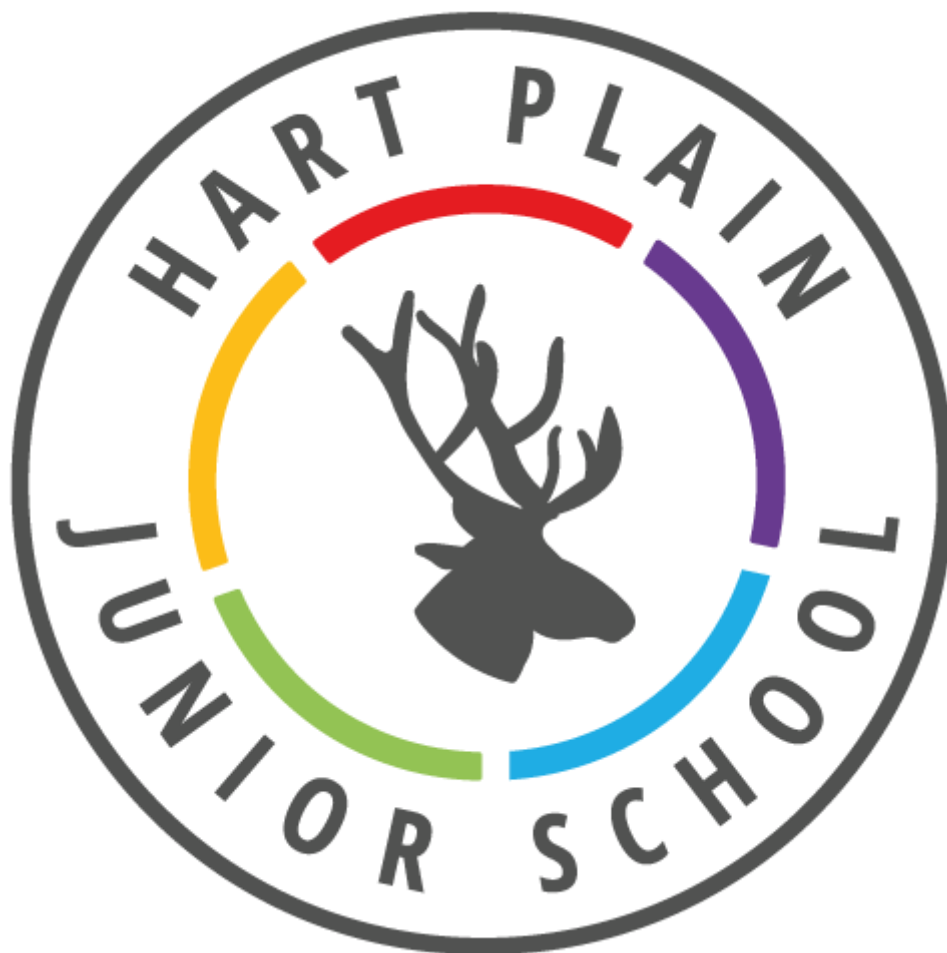




Charging & Remissions Policy Statutory

Written by:	Senior Admin Officer	Reviewed by:	FRC
Review Date:	May 2026	Next Review Date:	May 2027
Review Cycle:	Annually	Ratified by FGB:	21.5.2026

Purpose of the Policy

This policy sets out the circumstances in which Hart Plain Junior School may make charges for school activities and the arrangements for remissions.

The policy ensures that:

- All pupils have equal access to education
- No pupil is excluded from an activity due to inability to pay
- Charging practices comply with legislation

This charging policy informs staff and parents about charging for school activities.

Legislation and guidance

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

This policy complements the school's equality policy and curriculum policy.

Roles and Responsibilities

- Governing Body: To oversee the implementation of this policy and ensure compliance with legislation.
- Headteacher: To ensure the policy is effectively communicated and adhered to within the school.
- Staff: To inform pupils and parents about any charges and remissions applicable to educational activities.
- Parents and Guardians: To understand their responsibilities regarding payments and to communicate any concerns regarding financial difficulties.

General Principles

The governing body recognises that:

- Education during school hours must be provided free of charge
- Participation in activities should not depend on parental ability to pay
- Charges will be applied fairly, transparently, and in accordance with the law

During the school day

The school day is defined as: 8.45am to 3.05pm.

All activities that are a necessary part of the National Curriculum plus religious education will be provided **free of charge**. This includes any materials, equipment and transport to take pupils between the school and the activity.

Charges may be made for activities that fall outside the National Curriculum or are provided as optional extras, in accordance with legislation. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example a charge may be made for materials or ingredients in practical lessons such as technology, if the finished article is to be taken home.

Activities for which charges may be made

1. Outside of the school day

The school may charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education.

2. Educational visits

The school may request a voluntary contribution from parents for activities including educational visits, which are considered valuable and which the school is otherwise unable to fund. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are received to make the activity economically viable, the activity will be cancelled.

3. Residential visits

The cost of any residential visit will be carefully assessed to ensure that the visit is financially viable and affordable. Charges for the board and lodging element of residential visits will be made to parents. In accordance with legislation, charges for board and lodging on residential visits will be remitted for pupils who are eligible for Free School Meals. Eligibility will be determined in line with current government criteria.

The school will request voluntary contributions from parents to cover the remaining costs to the school, such as transport and activities. If there are insufficient voluntary contributions, the school reserves the right to cancel or postpone the visit.

4. Music Tuition

Charges may be made for instrumental or vocal tuition where:

- It is provided at the request of the parent
- It is not part of the National Curriculum

5. Damage or loss

Charges may be made for the cost of repair or replacement where school property is damaged, lost or misused as a result of a pupil's behaviour.

6. External Organisations

Permits organisations, which act independently of the School or Local Authority, to charge parents for an activity taking place outside of school hours on the school site.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on the parents who can pay to support those who cannot pay.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. The school will not make a profit from any chargeable activity.

Remissions

The school will ensure that no pupil is excluded from activities due to financial hardship.

The school may provide additional support in cases of financial hardship. The following criteria will be used to determine eligibility for remissions:

- **Free School Meal Eligibility:** Pupils eligible for free school meals will receive remission.
- **Financial Hardship:** Families experiencing financial hardship may apply for remissions.

Parents who require additional financial support should contact the Headteacher. All applications for financial support or remissions will be treated sensitively and in strict confidence, in accordance with the school's data protection policy.

Payment Arrangements

The school may offer flexible payment arrangements, including instalment plans, for higher-cost activities such as residential visits.

Payment deadlines will be clearly communicated in advance. If parents experience difficulty in making payments, they are encouraged to contact the school as early as possible to discuss support options.

Reimbursements and cancellations

The school will:

- Refund payments in full if an activity is cancelled by the school

Where a pupil withdraws:

- Refunds will depend on whether costs have already been incurred
- Initial deposits for residential visits are normally non-refundable unless costs can be recovered
- Charges for optional activities on a residential, will only be refunded if the supplier agrees to refund the school. The Headteacher may consider a refund in certain exceptional circumstances.

Exceptional circumstances (e.g. illness, bereavement) will be considered at the Headteacher's discretion.

Exceptional circumstances may include, but are not limited to, serious illness, bereavement, or other unforeseen significant events. Each case will be considered individually at the discretion of the Headteacher.

The school will take into account 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.

Any discretionary decisions relating to remissions or refunds will be recorded and may be reviewed by the Governing Body as part of financial oversight.

Equality & Access

The school is committed to ensuring equal access to all activities. Charging and remissions decisions will not discriminate on the basis of protected characteristics. Where necessary, reasonable adjustments will be made to ensure all pupils are able to participate fully.

Monitoring and Review

This policy will be reviewed annually by the Governing Body to ensure continued compliance with statutory guidance.