



Charging and Remissions Policy

Jan 2026

Policy Type:	School
Review schedule:	Annual
Target audience:	Staff, parents
Summary:	This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Mission

To provide an exciting, ambitious and unique early education for all

Values

- **Respect:** Accepting yourself and others for who they are
 - **Ambition:** A desire to achieve your best
- **Perseverance:** To keep going in spite of obstacles

We respect our pupils as individuals and along with our school community share high ambitions for them. Developing their perseverance so that in spite of future obstacles they can continue to be their best self and develop their love of learning.

Status

Statutory

Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Roles and responsibilities of headteacher, other staff, governors

The headteacher, staff and governors will ensure that the following applies:

No charges will be made for

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- education provided on any trip that takes place during school hours
- transport provided in connection with an educational trip.

Voluntary Contributions

The governing body may ask parents for voluntary contributions and donations towards the cost of the above and other school activities including:

- any activity which takes place during school hours, including non-curriculum activities
- school equipment
- School trips off-site, including transportation
- school funds generally

The contributions must be genuinely voluntary and the pupils or parents or guardians who are unable or unwilling to contribute may not be discriminated against. In assessing the amount of the voluntary contribution the school may, in certain circumstances, build a contingency into the payment requested. Should the surplus exceed 5% of the cost of the visit parents will be offered a refund, which they can collect, at their request, from the school office by a specified date. Any amounts outstanding after this date will be classed as donations and placed into school funds. Where there are not enough contributions to make an activity possible, and there is no way to make up the shortfall, then it may be cancelled.

Voluntary contributions will not be requested of any pupil in receipt of the Pupil Premium Funding or any child looked after.

Responsibility for the operation of this policy will rest with the Head Teacher who will if necessary seek advice from the Resources Committee.

The Resources Committee will be responsible for monitoring the application of the policy, reviewing the policy annually and making recommendations to the Governing Body.



Legislation and guidance linked to this policy:

DfE 'Charging for School Activities – Departmental advice for governing bodies, school leaders, school staff and local authorities' (May 2018)
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Equality Act 2010

School Policies linked to this policy:
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Equality policy
