

CHARGING AND REMISSIONS POLICY



R A Butler Academy **Infant and Junior Schools**

Date of policy	May 2026
Review date	May 2027
Headteacher's signature	
Chair of Governors' signature	

Introduction

This Charging and Remissions Policy complies with statutory requirements, has regards to the Department for Education's guidance on charging and is reviewed on an annual basis by the Governing Body.

Aims and Objectives

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

1. Education during school hours

- 1.1 Any activity required specifically by the syllabus for a public examination, or to fulfill a statutory duty relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips. Remission from board and lodging charges is available to families in receipt of family credit or income support, on production of proof of eligibility.
- 1.2 Any activity wholly or mainly in school hours, other than the above, is similarly available free of charge to those in receipt of family credit or income support. Voluntary contributions towards the cost of the activity will be invited. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. The school reserves the right to cancel the activity if insufficient funds are available. If the activity/visit is cancelled, all monies will be returned to the parents. See Appendix 1.

There is no obligation for a parent or carer to make any contribution. The school is committed to ensuing fair access and treatment of all pupils and this means ensuring that no child is excluded from an activity because the parents or carers are unwilling or unable to pay. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstance.
- 1.3 Tuition for playing any musical instrument, where the tuition is provided either individually or to a group will be charged for.
- 1.4 There is no charge for class music tuition, but parents may be invited, voluntarily, to make a contribution to the cost of hiring/purchasing instruments or music.
- 1.5 Parents cannot be required to supply any books, materials or other equipment for use in school hours, but parents may be invited to assist with the provision of the basic items.

- 1.6 On a voluntary basis, parents may contribute to the cost of ingredients and materials for use in Art and Design and Technology. This assumes that the parents will own the finished product.
- 1.7 In general the cost of any transport provided by the school in school hours for activities not deemed as essential parts of the curriculum will have to be met from voluntary contributions otherwise the activity will not go ahead.

2. **Education outside school hours**

- 2.1 Any activity required specifically by the syllabus for a public examination or to fulfill a statutory duty relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips. Remission from board and lodging charges is available to families in receipt of family credit or income support, on production of proof of eligibility.
- 2.2 Charges may be made for out-of-school trips on the basis of parental willingness to pay for these 'optional extras'. No remission is available for these trips.

3. **Residential trips**

3.1 The school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place 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 religious education
- residential activities that take place during school hours.

3.2 The school will charge for:

- **Board and lodging**
When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost.
- **Travel**
Travel charges will apply for residential activities. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

- **Activities**
The school may charge for residential activities that fall outside of school hours
- **Supply**
Supply teachers where the residential activity is classed as being within school hours

4. Breakages and Damages

The Governors are entitled to require parents to pay for the cost of damage caused by the pupil's behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced text books, equipment or any other school property.

5. Admissions

There is no charge for admissions.

6. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal decided by the governing body of the Academy.

Appendix 1

Government Legislation on charging for school activities Guidance for school letters

Under the terms of the Education Reform Act 1988, an activity may not be charged for compulsorily. A voluntary contribution will be requested and the sum suggested specified in the visit letter. The school reserves the right to cancel an activity entirely if there are insufficient funds available.

Families in receipt of income support or family credit should write to the teacher in charge of the activity indicating their position so that funds to cover the cost of their child's participation may be made available, under the terms of The Education reform Act 1988, from school funds. This information will be treated in the strictest confidence.