

# Charging and remissions policy

## 2025

# The Pines School



Ratified by the Full Governing Body: July 2025

Chair of Governors Signature:

## **Aims**

The Governing Body of The Pines School has adopted the LA 'charging and remissions policy' which recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of any activity because their parents cannot or will not make a contribution of any kind

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities
- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and which acknowledges the cost of such activities to the school's budget.

## **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 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

## **Definitions**

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

## **Charges**

Charges will always be the most cost effective for families. Payments can be made in full or instalments using ParentPay. Staff are always available to discuss costs with families if there are any concerns or difficulties regarding payment.

The Governing Board has agreed that its policy for charges will be as follows:

**Admissions** There is no charge for admissions.

**School meals:** There is no charge for students who are entitled to free school meals or who are in Reception to year 2. Students who are not entitled to free school meals will be charged a set amount which is set in consultation with the meal providers and school. This changes annually and up to date costings can be obtained from the meeting.

**Day Visits:** For those educational visits where there is a cost, other than the cost of transport, the school may invite a voluntary contribution from parents to meet the costs.

**Residential Visits:** The school may invite voluntary contributions from parents to assist with the cost of food and accommodation. The Governing Board intends to make an equitable charge, which will not exceed the cost involved for food and accommodation.

**Educational Materials:** Where pupils create articles, for example, in the course of technology lessons, parents may be asked to provide materials or ingredients on a voluntary basis. They will not be asked to provide money to pay for ingredients.

**Examination Fees:** The school will pay the entrance fee for all accredited courses, where the school has prepared the pupil for the particular course, unless the professional advice of the Pathway Leader is that the pupil should not be entered for the particular examination.

**Instrumental Tuition:** The school will pay the costs of music tuition where it is part of the school curriculum or extended curriculum offer. This is currently restricted to the school choir and weekly optional small group or whole class tuition for keyboard, guitar, drum or vocal lessons. Musical instruments are provided by the school for use during these lessons. Parents will not be expected to pay for the purchase of lessons or instruments in order for their child to access these lessons.

**Damage to property:** If a pupil wilfully damages school property and the school faces a cost for repairs, their parent or carer will be asked to pay the cost. If the bill is over £5, parents and carers will have the option of paying in instalments. In these circumstances, a member of the leadership team will write to the parent/carer, including a copy of the repair bill. The school will never profit. Receipts will be issued for all payments received. For episodes of criminal damage or refusal to pay for repairs, police involvement may be necessary.

**Snacks and drinks** The school asks for a contribution from parents to supplement this in school. Paid into school fund. No child will ever be denied food or drink if payment has not been made.

### **Remissions**

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to the School Fund. Pupils will not be treated

differently whether or not their parents have made a contribution. The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission. The Governing Board may wish to remit in full or in part the cost of other activities for particular groups of parents/carers, for example in the case of family hardship. When arranging for a chargeable activity such parents/carers will be notified in confidence of the remission of charges in full or in part.

No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

This policy will be reviewed in July 2025