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Charging & Remissions Policy

Date approved:	To be ratified by the governors Nov 2026
Review Frequency:	Annually
Date next review due:	November 2027
Scope of Policy:	This policy applies to all staff, students and volunteers at Riverside School

Introduction

The Governing Body recognise the valuable contribution that the wide range of additional activities – including clubs, out of school trips, residential visits and experiences of other environments – make towards students' all-round educational experience and their personal and social development. (Throughout this policy, the terms "parents" means all those having parental responsibility for a child).

Aims

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.

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. Academies are required to comply with this Act through their funding agreements. 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.

Charging

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the School:

- School trips and residential visits that are outside of the National Curriculum;
- Activities outside of School hours;
- Materials, books, instruments or equipment, where the child's parents wishes him or her to own them.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Optional extras

Charges may be made for some activities that are known as 'optional extras. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not part of the national curriculum;
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Voluntary contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary. Children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

Remissions

The Governing Body may remit charges in full or in part to parents after considering specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of Governors.

Monitoring, Evaluation and Review

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School