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# **Charging and Remissions Policy**

Haddenham Community Junior School

This policy was adopted: May 2026

To be reviewed: May 2027

# Charging and Remissions Policy

The Governing Board recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils' education and personal development.

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

This policy has been prepared in accordance with Sections 449–462 of the Education Act 1996 and relevant Department for Education guidance on charging for school activities.

The Governing Board will review this policy annually.

The school will make this policy available to parents/carers on request and publish it on the school website.

The Governing Board is committed to ensuring that no pupil is disadvantaged through inability to pay. The school will promote equality of opportunity and inclusion for all pupils when arranging educational activities and visits.

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## Voluntary Contributions

Nothing in legislation prevents the Governing Board from asking parents/carers for voluntary contributions for the benefit of the school or in support of any school activity.

However:

- there is no obligation for parents/carers to make any contribution;
- pupils will not be treated differently according to whether or not their parents/carers have contributed;
- no child will be excluded from an activity because their parents/carers are unwilling or unable to pay.

Where an activity cannot be funded without voluntary contributions, this will be made clear to parents/carers at the outset.

The school reserves the right to cancel an activity if insufficient voluntary contributions are received.

There is no limit to the level of voluntary contribution that may be requested. Voluntary contributions may be used to subsidise pupils whose families are unable to contribute and may also be used to cover the costs of staff accompanying educational visits.

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## Permitted Charges

The school may make charges for activities defined as optional extras under the Education Act 1996.

No charge will be made for:

- education provided during school hours (excluding the midday break);
- education provided outside school hours if it forms part of:
  - the National Curriculum;
  - a syllabus for a prescribed public examination for which the pupil is being prepared at the school; or
  - religious education.

Charges may be made for board and lodging on residential visits, subject to the school's remissions policy.

Any charge made will not exceed the actual cost of providing the activity, divided equally by the number of participating pupils. No element of subsidy for other pupils will be included in the charge.

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## Materials and Ingredients

The school may charge for materials, ingredients or equipment where:

- the parent/carer has indicated in advance a wish to own the finished product; or
- the pupil chooses to retain the finished product.

For example:

- ingredients used in food technology activities;
- materials used in design technology or art projects.

Textbooks required for teaching the curriculum will be provided free of charge. Optional revision guides or supplementary materials may be sold to parents/carers at cost price.

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## Music Tuition

Charges may be made for vocal or instrumental tuition provided either individually or in groups, where the tuition is not:

- part of the National Curriculum;
- required as part of a prescribed public examination syllabus; or
- part of the school's statutory provision for first access whole-class instrumental or vocal tuition.

Any charges made for music tuition will be communicated clearly to parents/carers in advance.

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## Residential Visits and Optional Extras

Charges may be made for optional extras provided outside school hours.

Optional extras may include:

- educational visits;
- residential visits;
- sporting activities;
- clubs and enrichment activities;
- transport;
- board and lodging;
- entrance fees;
- insurance;
- specialist equipment or materials.

Charges for optional extras will not exceed the full cost of the provision.

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## Residential Visits During School Hours

Where a residential visit takes place mainly during school hours and forms part of the curriculum, no charge will be made for the educational provision itself.

However, charges may be made for board and lodging.

Parents/carers who are eligible for Free School Meals or qualifying benefits under current Department for Education guidance may be entitled to full remission of board and lodging charges.

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## Examination Entries

A charge may be made for examination entry fees where:

- the school has not prepared the pupil for the examination;
- the pupil is entered for an examination against the advice of the school; or
- the pupil fails, without good reason, to complete the examination requirements where the school has paid the entry fee.

Charges may also be made for re-sits where appropriate.

Where a pupil is entered against the advice of the school and subsequently passes the examination, the school may refund the charge at its discretion.

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## Damage or Loss of Property

The school may charge parents/carers for the cost of replacing or repairing school property where damage or loss has resulted from a pupil's wilful damage, negligence or failure to return items.

This may include:

- books;
- reading materials;
- equipment;
- furniture;
- devices;
- school buildings or facilities.

The Headteacher will determine the appropriate level of charge.

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# Lettings and Community Use

The school may make its facilities available to external organisations and community users.

Charges for lettings will be determined annually by the Finance & Resources Committee and approved by the Governing Board.

Charges will normally cover the cost of:

- staffing;
  - heating;
  - lighting;
  - cleaning;
  - administration;
  - wear and tear.
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## Other Charges

The school may charge for miscellaneous services up to the cost of providing those services where permitted by law.

Examples may include:

- replacement certificates;
  - photocopying/private requests;
  - lost or damaged items.
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## Remissions Policy

In order to ensure equality of access to educational opportunities, the Governing Board may remit all or part of the cost of certain activities for pupils whose families are experiencing financial hardship.

Full remission of board and lodging charges for residential visits will be available to parents/carers who are eligible for:

- Income Support;
- income-based Jobseeker's Allowance;

- income-related Employment and Support Allowance;
- support under Part VI of the Immigration and Asylum Act 1999;
- the guaranteed element of Pension Credit;
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income below the threshold set by HMRC);
- Universal Credit with household income below the prescribed threshold.

Eligibility will be assessed in line with current Department for Education guidance for Free School Meals.

The school may also provide additional discretionary financial support towards the cost of educational visits and activities where funds are available.

Parents/carers seeking financial assistance should contact the Headteacher in confidence.

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## Refunds and Cancellations

Where a visit or activity is cancelled by the school, any monies paid will normally be refunded in full.

Where a parent/carer cancels a pupil's place on a visit or activity, refunds will be subject to the terms and conditions of any bookings or reservations already made by the school.

The school reserves the right to retain deposits or recover costs already incurred.

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## Monitoring and Review

The Finance Committee will monitor the implementation of this policy and review it annually to ensure compliance with current legislation and guidance.

This policy should be read alongside:

- Educational Visits Policy
- Finance Policy
- Lettings Policy
- Equality Information and Objectives
- Complaints Policy