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Charging/Remissions policy

June 2026

Review date: June 2029



Harworth Church of England Academy

Charging and Remissions Policy

1. Introduction

1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

1.2 However, we may charge for some additional activities that are not part of the National Curriculum, such as individual or small group music tuition, including tuition provided by third-party providers such as Rocksteady.

1.3 This policy sets out the circumstances in which the school may ask for voluntary contributions, make a charge, or remit, reduce or waive charges for families.

1.4 The school is committed to ensuring that no pupil is treated differently or excluded from an activity because their parent or carer is unable or unwilling to make a voluntary contribution.

2. Aims and Objectives

2.1 The aims of this policy are to:

- set out what the school will not charge for;
- set out what the school may make a charge for;
- explain when the school may request a voluntary contribution from parents and carers;
- clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made;
- explain how the school may support families who are experiencing financial hardship;
- ensure that charging arrangements are clear, fair, transparent and compliant with statutory expectations.

3. Activities Provided Free of Charge

3.1 The school will not charge for:

- education provided during school hours;
- education provided outside school hours if it is part of the National Curriculum;
- education provided as part of a syllabus for a prescribed public examination;
- education that forms part of religious education;
- swimming lessons that form part of the National Curriculum;

4. Voluntary Contributions

4.1 When organising school trips, visits or activities to enrich the curriculum and the educational experience of pupils, the school may invite parents and carers to make a voluntary contribution towards the cost.

4.2 All contributions are voluntary. If insufficient voluntary contributions are received, the school may cancel a visit or activity. If a visit or activity goes ahead, it may include pupils whose parents or carers have not made a contribution. These pupils will not be treated differently from any other pupil.

4.3 If a parent or carer wishes their child to take part in a school visit or event but is unwilling or unable to make a voluntary contribution, the child will still be allowed to participate fully, provided the activity goes ahead.

4.4 Sometimes the school may meet additional costs in order to support a visit or activity. Parents and carers have the right to know how each visit or activity is funded, and the school will provide this information on request.

4.5 When requesting voluntary contributions, the school will make it clear to parents and carers that:

- the contribution is voluntary;
- pupils will not be treated differently if their parent or carer does not contribute;
- the activity may not be able to go ahead if insufficient contributions are received;
- families experiencing financial difficulty may contact the school confidentially for support.

5. Optional Extras

5.1 The school may charge for activities known as optional extras. These are activities that are not required as part of the National Curriculum or the school's statutory duties.

5.2 The following is a list of additional activities that may require voluntary contributions or charges from parents and carers. This list is not exhaustive:

- visits to museums;
- field trips and research visits;
- sporting activities that require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events;
- activities provided mainly outside school hours that are not part of the National Curriculum;

- clubs, activities or tuition provided by external organisations or third-party providers.

5.3 Where a charge is made for an optional extra, the charge will not exceed the actual cost of providing the activity. The school will not seek to make a profit from such charges.

5.4 The cost may include items such as transport, materials, resources, entrance fees, external provider costs and any staffing costs directly linked to the activity, where these are permitted.

5.5 Where possible, costs will be divided equally between participating pupils.

6. Residential Visits

6.1 If the school organises a residential visit in school time, or mainly in school time, which provides education directly related to the National Curriculum, the school may ask for a voluntary contribution to cover costs, including board, lodging and some travel costs.

6.2 If insufficient voluntary contributions are received, the residential visit may have to be cancelled, and that aspect of the curriculum would be covered in other ways.

6.3 Parents and carers will be informed clearly about the cost of the residential visit, what the requested contribution covers, whether the payment is voluntary or chargeable, and what support may be available for families experiencing financial difficulty.

6.4 Where legally permitted, the school may charge for board and lodging on residential visits. However, families who meet the school's remission criteria may be eligible for full or partial support with these costs.

7. Remissions and Financial Support

7.1 The school is committed to ensuring that pupils are not excluded from educational visits, residential visits or activities because of financial hardship.

7.2 The school may remit, reduce or waive charges in full or in part for families who are experiencing financial difficulty.

7.3 Support may be considered for families whose child is eligible for Free School Meals, Pupil Premium funding, or where the Headteacher considers that exceptional financial circumstances apply.

7.4 Parents and carers who may need financial support are encouraged to contact the school in confidence. Requests will be handled sensitively and discreetly.

7.5 The Headteacher, in consultation with appropriate senior leaders or governors where necessary, will consider requests for remission on a case-by-case basis.

7.6 The availability of financial support will depend on the nature of the activity, available school funds and the individual circumstances of the family.

7.7 No pupil will be publicly identified or treated differently because their family has requested or received financial support.

8. Music Tuition

8.1 The school may charge for individual or small group music tuition where the tuition is not part of the National Curriculum.

8.2 This may include tuition delivered by third-party providers, such as Rocksteady.

8.3 Parents and carers will be informed in advance of any charges for music tuition, including who provides the tuition, the cost, payment arrangements and any available support.

8.4 Where music tuition is provided as part of the National Curriculum, no charge will be made.

9. Swimming

9.1 The school organises swimming lessons for children in Key Stage 2, including Classes 5 and 6.

9.2 These lessons take place during school time and form part of the National Curriculum.

9.3 No charge is made for this activity.

10. Additional Sports Coaching

10.1 The school organises for Doncaster Rovers to coach pupils after school each Friday.

10.2 The school does not currently charge parents or carers for this activity.

10.3 If arrangements for additional sports coaching change in the future, parents and carers will be informed in advance of any proposed charges or voluntary contributions.

11. Calculating Charges

11.1 Where the school makes a charge, the charge will be calculated fairly and transparently.

11.2 The charge will be based on the actual cost of the activity and may include, where appropriate:

- transport costs;
- entrance fees;
- materials and resources;
- board and lodging for residential visits;
- external provider costs;
- staffing costs where these are directly linked to the optional extra and permitted.

11.3 The school will not make a profit from charges made to parents and carers.

11.4 Parents and carers may request information about how a charge or voluntary contribution has been calculated.

12. Communication with Parents and Carers

12.1 Parents and carers will be informed in advance where a voluntary contribution or charge is requested.

12.2 Communication to parents and carers will make clear:

- whether the payment is voluntary or compulsory;
- what the payment covers;
- whether the activity may be cancelled if insufficient contributions are received;
- how families can request financial support;
- who to contact if they have questions about the cost.

12.3 All requests for payment will be made in a way that is sensitive to families' circumstances.

13. Monitoring and Review

13.1 This policy is monitored by the governing body and will be reviewed every three years, or sooner if necessary.

13.2 The governing body is responsible for approving the school's charging and remissions arrangements and ensuring that they remain compliant with statutory requirements.

13.3 The policy will also be reviewed if there are changes to relevant legislation, statutory guidance, trust procedures or school practice.

14. Approval

Signed: KL Clowes, EE Doyle

Signed: I Archer

Date: June 2026

Review date: June 2029