



Charging and Remissions Policy

Author/Person Responsible	Headteacher/Chair of Governors
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Previous Review Amendments/Notes	
Chair of Governor's Signature	<i>Simon Quarrie</i>

INTRODUCTION

This Charging and Remissions Policy complies with statutory requirements, has regard to South Gloucestershire Council's advice for charging for school activities and is reviewed on an annual basis by the school's Governing Body's Finance Committee.

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/carers.
- Clarify how charges will be determined so that parents/carers understand why requests for payment are sometimes made for activities.

Non-Chargeable Activities

There will be no charge for the following activities:

- Education provided during school hours (including the supply of any materials, books, instruments, or other equipment).
- Transport provided during school hours to carry pupils on an educational visit or activity.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at school.
- Examination re-sits if the pupil is being prepared for the re-sit(s) at the school.
- Instrumental and vocal music tuition which is part of the National Curriculum.

Chargeable Activities

The school may recover the full costs of the following activities which may be provided directly or through commissioned services:

- Any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them.
- Optional extras (see page 2).
- Music and vocal tuition.
- Certain early years' provision.
- Community facilities.
- Breakfast and After-School Clubs run by the school.

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:
 - (a) part of the National Curriculum;
 - (b) part of a syllabus for prescribed public examination which the pupil is being prepared for at school; or
 - (c) part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (for example breakfast club, afterschool club, supervised homework sessions and school holiday clubs).

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents/carers who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

This policy should be read in conjunction with the Department of Education 'Charging for School Activities' departmental advice for governing bodies, school leaders, school staff and local authorities dated May 2018.