



FOREST OF DEAN COMMUNITY SCHOOLS FEDERATION

PARKEND PRIMARY & YORKLEY PRIMARY

Charging & Remissions Policy

2025 - 2026

Ratified: July 2025

Signed by:

_____	Executive Headteacher	Date: _____
_____	Chair of governors	Date: _____

Statement of intent

At the Forest of Dean Community Schools Federation, the governing board is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

The federation will:

- Never charge for education provided during school hours.
- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2024) 'Maintained schools governance guide'
- DfE (2024) 'What maintained schools must or should publish online'
- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'

Voluntary Contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There will be no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

Residential Visits

Currently the Forest of Dean Community Schools Federation organises a residential visit for years 5/6 every other year. This is to provide education directly related to the National Curriculum. We cannot make any charge for the education, however, we do make a charge to cover the costs of travel, board and lodging and additional activities that may not be linked to the National Curriculum.

For families who have two or more siblings going in the same year, and are in receipt of Free School Meals (or who are on the 'Ever 6 list'/ Pupil Premium) we will make a contribution to the cost if requested by the parent(s). Families who are unsure if they qualify will also be notified by the school. Deposits linked to residential are non-returnable as determined by the residential provider.

Swimming

The Forest of Dean Community Schools Federation organises swimming lessons for a range of ages across both schools. These take place in school time and are part of the National Curriculum. We do ask parents for a voluntary contribution towards this cost. We inform parents when these lessons are to take place by letter/texts as well as reminders on the school website. Parents cannot opt out of these lessons just because they refuse to pay. The federation views swimming as part of the whole school PE Curriculum.

Music Tuition

Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow charges to be made for vocal or instrumental tuition provided either individually or to groups of any size - provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

Damage to School Property

In the event of loss or damage to school property, parents/carers will be notified in writing of a requirement to pay an agreed contribution within one term of the damage being done. In accordance with the finance policy, if the replacement requires three quotes, governors will be consulted.

Remissions - Children in receipt of Pupil Premium (on the Ever 6 list)

To help with further enrichment, where possible, pupil premium funding can be offered to support children. More information on this is published on both school websites under Key Information / Pupil Premium. If unsure, please contact the school, speak to the Executive Headteacher or have a chat/meeting with our Family Support Worker. The funding is limited and there is no guarantee that all requests can be met.

Links with other policies:

Behaviour

Disability and Equality

Health and Safety Policy

Pupil Premium Policy

Educational Visits

Finance Policy

Complaints Policy

Policy Review

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