



## **Charging and Remissions Policy**

**Approval: Full Governing Body**

**Review Frequency: Annually**

**Last Reviewed: 11<sup>th</sup> February 2026**

**Date of next Review: February 2027**

## **Status**

Statutory

## **Purpose**

We believe that: *All our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.*

**Main outcome:** Enjoy and achieve

## **What was consulted?**

The policy has been informed by DfE guidance "Charging for School Activities" (May 2018) based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 which set out the law on charging for school activities in England.

## **Relationship to other school policies**

The policy complements the school's Equality Policy.

## **Roles and responsibilities of head teacher, other staff, governors**

The head teacher, staff and governors will ensure that the following applies:

### **Charges will be made for**

- Art and Craft Materials – where a parent wishes their child to own the final product.
- Music – one to one and small group music tuition delivered by peripatetic music specialists
- Optional extras (see page 3)

### **No charges will be made for**

- education provided during school hours if part of the National Curriculum
- education provided outside school hours if it is part of the National Curriculum or part of religious education
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum. (At Rickmansworth Park School the whole class music lessons, delivered by specialist teachers from Hertfordshire Music Service, are funded by the RPSA)

## **Voluntary Contributions**

Voluntary contributions will be requested to fund activities and trips during school hours which would otherwise not be possible. Parent feedback shows high levels of support for these funded enrichment opportunities at Rickmansworth Park School. No child will be excluded from an activity or trip because their parents are unwilling or

unable to make a voluntary contribution. Because of this, in the event that insufficient contributions are forthcoming it may be necessary to cancel the trip or activity. Parents will be advised in advance of any cancellation.

### **Activities for which charges may be made (optional extras):**

Charges may be made for some activities that are known as “optional extras”.  
Optional extras are:

- Education provided outside of school time that is not part of the national curriculum; part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority have arranged for the pupil to be provided with education)

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
- 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not, therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

## **Residential Visits**

Charges cannot be made for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Charges can be made for:

- board and lodging and the charge must not exceed the actual cost

Parents who are in receipt of certain benefits may be exempt from paying the cost of board and lodging. The list of benefits to which this applies are listed below.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

Universal Credit if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

## **Music tuition**

Charges may be made for vocal or instrumental tuition provided for individuals or groups of any size, provided that the tuition is provided at the request of the pupil's parent / carer. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

## **Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents or carers in particular circumstances. This remissions policy sets out the circumstances in which charges

may be waived. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table below. Criteria for qualification for remission are also given below.

<b>Activity or thing which will or may be charged for</b>	<b>Notes</b>	<b>Remitted or help available <i>[enter your school decision here]</i></b>
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	For example, a clay model – a charge to cover the cost of the clay.	Remission for category A (see below). Pupils who attract pupil premium funding.
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or group	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below)

#### *Category A*

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

#### **Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.
- we have established a system for parents to pay in instalments when the cost per child is over £100.