



Charging and Remissions Policy

2026–2027

Policy owner	Governing Body
Approved by	Governing Body
Approval date	September 2026
Review date	September 2027

Our School Vision

Our school vision is based on the theme of 'Taking Care'. We strive to encourage our children, staff and wider community to 'take care' of one another through the core Christian Values of **Kindness, Hope, Courage and Respect**.

“Let love and kindness be the motivation behind all that you do.”
(1 Corinthians 16:14)

Ravenshead C of E Primary School is committed to valuing diversity and equality of opportunity. We aim to ensure that pupils and families are treated fairly and that financial circumstances do not create unnecessary barriers to participation in school life.

1. Purpose and legal framework

The Governing Body of Ravenshead C of E Primary School has adopted this Charging and Remissions Policy in accordance with sections 449–462 of the Education Act 1996 and current Department for Education guidance on charging for school activities. As a Nottinghamshire County Council maintained school, the school also has regard to Nottinghamshire County Council's guidance and policy on charging for school activities.

The Governing Body recognises the principle that education provided during school hours should be free, except where legislation specifically permits a charge. No charge will be made unless it is permitted by law and covered by this policy.

2. Education during school hours

The school will not charge for admission to the school or for education provided during school hours. This includes materials, books, instruments, ingredients and other equipment supplied in connection with education provided during school hours, except where the law allows otherwise.

Where parents or carers have agreed in advance that they wish to own a finished product made by their child, such as an item produced in art, design and technology or cooking, the school may ask for the cost of the materials or ingredients.

3. School visits and activities during school hours

No compulsory charge will be made for a visit or activity that takes place wholly or mainly during school hours and forms part of the curriculum. The school may, however, ask parents and carers for a voluntary contribution towards the cost of such an activity.

4. Voluntary contributions

The school may invite voluntary contributions towards the cost of activities, visits or additional opportunities for which it cannot make a compulsory charge. Any request will make clear that the contribution is voluntary.

- No pupil will be excluded from an activity because their parent or carer is unable or unwilling to make a voluntary contribution.
- Pupils will not be treated differently according to whether or not their parent or carer has contributed.
- If insufficient voluntary contributions are received and the school cannot meet the shortfall from another source, the activity may need to be cancelled.

5. Residential visits

Where a residential visit takes place wholly or mainly during school hours, or is required as part of the National Curriculum or statutory religious education, the school will not charge for the educational element of the visit. A charge may be made for board and lodging, subject to the remission arrangements set out in section 11.

For residential or other activities that are optional extras and take place wholly or mainly outside school hours, charges may be made in accordance with the law and this policy.

6. Optional extras and activities outside school hours

The school may charge for optional extras where permitted by law. This may include education provided outside school hours that is not part of the National Curriculum, statutory religious education or an approved examination syllabus; transport that is not required to take a pupil to school or other premises where the local authority has a statutory duty to provide it; board and lodging on residential visits; and extended or additional activities.

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

7. Music tuition

Charges may be made for individual or small-group music tuition where this is permitted by legislation. Where tuition is provided through an external music provider, parents and carers will be informed of the charges and arrangements in advance. Where appropriate, the school will make families aware of any available subsidies or financial support.

8. Examinations

The school will not normally charge for entering a pupil for a prescribed public examination where the pupil has been prepared for that examination by the school. Charges may be made in circumstances permitted by law, including certain examination entries or re-sits requested by a parent or carer.

9. Damage to or loss of property

The school may seek payment for the cost of repair or replacement where school property, books, equipment or property belonging to a third party has been wilfully or negligently damaged or lost by a pupil. Any charge

will reflect the actual cost of repair or replacement, or a lower amount determined by the Headteacher where this is reasonable in the circumstances.

10. Lettings and other services

Charges for the letting or use of school premises by external organisations will be determined separately by the Governing Body and Headteacher, taking account of the costs incurred by the school and any applicable Nottinghamshire County Council requirements.

The school may make reasonable charges for other services where this is permitted by law, provided that the charge does not exceed the cost of providing the service.

11. Remissions and financial support

The school is committed to ensuring that financial hardship does not unnecessarily prevent a pupil from participating in educational opportunities.

Parents and carers who are in receipt of qualifying benefits may be entitled to full remission of charges for board and lodging on a residential visit where the education provided on that visit would otherwise be free. The qualifying benefits are those specified in legislation and Department for Education guidance at the time of the visit.

The Headteacher, acting within the school's delegated financial arrangements, may reduce or waive a charge in full or in part where there are exceptional or difficult financial circumstances. The school may also use appropriate funding to subsidise participation for eligible pupils where the conditions of that funding allow it.

Families who may experience difficulty meeting the cost of an activity are encouraged to contact the school in confidence. Requests for support will be considered sensitively and on an individual basis.

12. Equality and inclusion

In applying this policy, the school will have due regard to its duties under the Equality Act 2010 and will seek to ensure that charging arrangements do not unlawfully discriminate against pupils or create avoidable barriers to participation.

13. Responsibilities and review

The Governing Body is responsible for determining and keeping under review the school's Charging and Remissions Policy. The Headteacher is responsible for its day-to-day implementation and for ensuring that parents and carers are given clear information about any proposed charge or voluntary contribution.

This policy will be reviewed at least annually, or earlier if there are changes to legislation, Department for Education guidance or Nottinghamshire County Council requirements.

Key reference documents

- Education Act 1996, sections 449–462.
- Department for Education: Charging for school activities.
- Department for Education: Maintained schools governance guide.
- Nottinghamshire County Council: Charging for School Activities – Guidelines for School Governing Bodies.