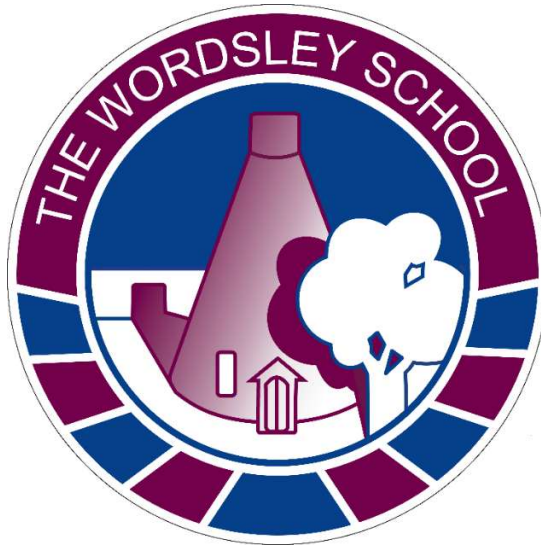




CHARGING AND REMISSIONS POLICY

Policy adopted by the Governing Body of The Wordsley School	
Date adopted by the Governing Body	9th July 2026
Signed by the Chair of Governors	Ilona Wyld
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1. Aims

The aim of this policy is to clearly set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

2. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [Charging for School Activities](#) and [The Education Act 1996](#), which sets out compliance on charging for school activities in England.

3. Roles and Responsibilities

The Governing Board

The Governing Board has overall responsibility for approving the Charging and Remissions Policy. To embed a robust and stringent policy outlining guidance to ensure that the procedures are developed and implemented throughout the school, in line with responsibilities.

The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy and that it is being applied consistently.

Staff

Staff are responsible for continually implementing the Charging and Remissions Policy.

Bring to the attention of the Senior Leadership Team (SLT) any concerns or matters relating to the Charging and Remissions Policy.

Staff will be provided with appropriate training in relation to this policy and its implementation.

Parents / Carers

Parents / Carers are expected to notify staff or SLT of any concerns or queries regarding the Charging and Remissions Policy.

4. Charges

4.1. Admissions

There is no charge for admissions.

4.2. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the academy may recover the fee incurred from that pupil's parents. There is no charge for examinations that are not on the set list, but have been arranged by the school. There is a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (see Optional extras under section 4.6).

4.3 Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for educational activities during school hours.

There is no charge for transport provided in connection with an educational visit during school hours.

We may charge for:

- Books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- Optional extras (section 4.6)

4.4 Activities that take place outside of academy hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- Part of the national curriculum
- Part of the syllabus for a public examination that the pupil is being prepared for by the school
- Part of the school's curriculum for religious education.

4.5. Activities that take place partly during academy hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 4.3. Travelling time is included in time spent on activity. In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from the school accompanying pupils on a visit. In this case the charging of the activity will be the same as is outlined in section 4.6.

4.6 Optional extras

The school will charge for 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
 - part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport that is not taking the pupil to school or to other premises where the local authority or governing body has 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 (such as breakfast clubs, after school clubs, tea and supervised homework sessions)

The cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 12).

When 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
- Insurance costs
- Entrance Fees
- Travel
- Non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

4.7. Residential activities

Our school will not charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside academy hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Part of religious education
- Supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a residential visit

Our academy will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during academy hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 11 for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

4.8 Music Tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, 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 giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- For a pupil who is looked after by a Local Authority

4.9 Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Headteacher and will be dependent on the situation.

5. Voluntary Contributions

As an exception to the requirements set out in Section 4 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

In some circumstances the school may not charge for items or activities set out in section 4 of this policy. This will be at the discretion of the school and will depend on the activity in question.

6. Remissions

Children whose Parents / Carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

The relevant support payments are:

- Income Support
- Income based Jobseekers Allowance
- Support under Part VI of the [Immigration and Asylum Act 1999](#)
- The guaranteed element of State Pension Credit
- Child Tax Credit provided that Working Tax Credit is not also received and the family's income (as assessed by His Majesty's Revenue and Customs) does not exceed £16,190
- An income related Employment and Support Allowance (ESA) introduced on 27th October 2008
- Universal Credit in prescribed circumstances
- Are deemed by the school to be a 'child in need'

In respect of the above, account will be taken of any revision to the amount as advised by the Authority.

7. Monitoring Arrangements

This policy will be reviewed annually by the Board of Governors or when new legislation / guidance concerning Charging and Remissions is published.

The policy adheres to the principles under Data Protection Law.

For further information, policies are made available on the school website.