



At Knights Enham Schools we provide...

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

‘Together We Achieve’

Charging and Remission Policy

based on a model policy from Department for Education

Approved: October 2025

Review: October 2026



[THIS PAGE IS INTENTIONALLY BLANK]



Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

The Governing Body of Knights Enham Schools are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. We will therefore ensure that no charges are made for any activity other than those defined by the Act as "Optional extras". All pupils are eligible to take part in any activity organised by the school which is undertaken wholly during school time irrespective of the circumstances of the parents. The Governing Body undertakes to make no charge for any activity which is not described as optional for the purposes of the Act.

Types of Parental Financial Support

There are two different kinds of parental financial contributions for school activities:

1. A **charge** to cover the cost of tuition and/or resources for optional activities additional to the curriculum e.g. specialised music tuition, extra-curricular activities.
2. A **voluntary contribution** towards the cost of an activity that is held during the school day which is part of the curriculum e.g. school trips, cookery and special events.

Voluntary Contributions

Parents may be asked to contribute to any curricular activity with the following safeguards:-

- That there is no obligation to contribute
- Provision is made for remitted charges to be met by the school budget
- Voluntary contributions will be set at a level to meet the cost of the activity and not at a level to generate excess funds.
- Information will be produced detailing costings and totalled receipts.

It is recognised that should contributions be at great variance with costings the activity might have to be cancelled. If the activity is cancelled all monies paid will be returned to parents. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Pupil Premium

The Pupil Premium fund allocation is used to assist children who qualify for Pupil Premium. They are offered support with both day and residential activities, music tuition and other ad-hoc support where charges are due.

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

There is no charge for activities that take place outside of school hours when they are part of the set curriculum including sports matches against other schools.



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.
- 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 (e.g. breakfast clubs, after school clubs etc)

The cost of optional extras

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.

Participation in any optional extra activity will be based on 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.

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 school hours if it is part of the National Curriculum,
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school 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 school 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 the full cost.**

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.



Remission of Charges

Any remitted charge will be met by the school budget as appropriate to the activity.

The school will consider the remission of charges to parents or carers of children entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by Headteacher. Options of payment plans to assist payment will be offered to parents.

Freedom of Information requests

There may be charges associated to FOI requests – please see the link below.

https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf

Loss or Damage to School Property

The Governing Body reserves the right to ask for payment for lost or damaged school property.

Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.