Hazelwick School Charging and Remissions Policy

Document Owner:	Finance Manager
Committee:	Resources
Date of Policy:	November 2026
Review Date:	November 2027
Location:	Website

1. **Purpose**

The purpose of this policy is to provide clear information about charging and voluntary contributions for Hazelwick School's activities. This is in line with the guidance from the Department for Education on charging for school activities (May 2018) and the Education Act 1996 which sets out the law on charging for school activities. The general principles of the Education Act 1996 require the school to identify activities for which:

- charges will not be made
- charges will be made
- charges will be waived

Academies are required to comply with this Act through their funding agreements. This policy complies with our funding agreement and articles of association.

2. Voluntary Contributions

The school can seek voluntary contributions for any activity in order to benefit the school or support a school activity, whether during or outside school hours. There is no obligation for parents or carers to make any contribution, and no child will be excluded from an activity or visit if their parents/carers are unable or unwilling to pay. All pupils will have an equal chance to participate in an activity or visit regardless of whether their parents/carers contribute.

When requesting voluntary contributions, the school will make it clear to parents/carers at the outset if the activity cannot be funded without voluntary contributions. The school will also make it clear that contributions are not compulsory. The school will not send communications when requesting contributions in a way that may make parents/carers feel pressured to pay.

If the school is unable to raise enough funds for an activity or visit, and it cannot be funded from other sources, then it will be cancelled. This will be made clear to parents/carers at the outset.

3. Education

3.1 Education provided within school hours

Education provided by any maintained school for its registered pupils should be free of charge if it takes places wholly or mainly during school hours. Pupils, or parent/carers, may not be required to pay for, or to supply, any materials, books, instruments or other equipment used in connection with education provided during school hours.

The School also cannot charge for:

- admission applications
- entry for a prescribed public examination if the pupil has been prepared for it at the school as part of their timetable

- examination resit(s) if the pupil is being prepared for the re-sit(s) at the school as part of their timetable

The school can charge for:

- any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- examination resit(s) if the pupil is being prepared for the resit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

3.2 Education provided out of school hours

Where education is provided out of school hours, charging is permitted except where the education is provided to fulfil:

- any requirements specified in the syllabus for a prescribed public examination
- statutory duties relating to the National Curriculum
- duties relating to Religious Education

4. Optional Extras

The school is able to charge for activities known as "optional extras". Schools can charge for activities that take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the national curriculum or to religious education.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity, but whose parents/carers are unwilling or unable to pay the full charge. Any charge will not include the cost of providing alternative provision for those pupils who do not wish to participate or to cover the cost of teachers covering for staff who are absent due to accompanying pupils on the activity.

Parental agreement to participation in the optional extra, and a willingness to meet the charges, is necessary for the provision of an optional extra that is to be charged for.

5. Music Tuition

Schools can charge for vocal or instrumental tuition either individually or to groups of pupils provided that the tuition is given 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.

6. Transport

Any transport provided in school hours by the school to carry pupils to other premises where education is to be provided must be provided free of charge. However, a voluntary contribution towards transport costs may be requested.

7. Residential Visits

The school can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.
Where a residential visit forms part of the National Curriculum, the school will not exclude a pupil because their parent/carer cannot, or refuses to, pay or make a contribution to the board and lodging charge. Pupils whose parents/carers receive certain benefits will be exempt from paying the cost of board and lodging. The benefits include:

- Universal Credit – with income of £7,400 a year of less

- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit

Requests to remit charges in other circumstances will be considered on a case-by-case basis.

8. Breakages

Parents will be requested to refund the cost of:

- defaced, damaged or loss of books or resources
- wilful, malicious or reckless damage to the school building, property or equipment

where this is a result of a pupil's behaviour.

9. Remissions

In cases of hardship, the Governors authorise the Headteacher to remit, either as a whole or in part, any charges which could be levied. The Headteacher is expected to use their discretion in the lights of circumstances in each case.

Version Control

Document Owner:	Finance Manager	
Document Number	R4A	
Committee:	Resources Committee	
Date of Policy:	November 2026	
Review Date:	November 2027	
Location:	Intranet	
Version Number:	Effective Date:	Summary of changes:
1	November 2020	A review of the document
2	November 2022	A review of the document and verification of sources.
3	November 2023	A review of the document and verification of sources and dates
4	November 2024	Document reviewed for dates and source verification. May 2018 DfE document is still the most recent guidance.
5	November 2025	Reviewed, the most up to date guidance - continues to be from May 2018.
6	November 2026	Review of document with further clarification