

# RAVENS COTE JUNIOR SCHOOL

## CHARGING AND REMISSIONS POLICY

2025-2026



Date of Approval		Date of Review	
November 2025		November 2026	
<b>Signed</b>	Mrs A Wells Headteacher	<b>Signed</b>	Mrs E Gibson Chair of Governors



## Ravenscote Junior School

# Charging and Remissions Policy

### Legislation & Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

### Introduction

The Local Advisory Committee recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards children's personal and social education. The Local Advisory Committee aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

This policy ensures that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as 8.45am to 3.25pm.

### Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy, the teaching and learning policy and off-site activities policy.

The **Headteacher** will ensure that the following applies:

### During the school day

All activities that are a necessary part of the National Curriculum, plus religious education, will be provided free of charge. It excludes charges made for teaching an individual child or groups of up to four children to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the child(ren), we will make a charge.

Voluntary contributions may be sought for activities during the school day, which entail additional costs, e.g. materials, equipment, entrance fees and transport between the school and the activity.

In these circumstances, no child will be prevented from participating because his/her parents/carers cannot, or will not, make a contribution. All children will be treated equally regardless of the amount of voluntary contribution made by their parents/carers.



### Activities outside of the school day

We will charge for extra activities provided outside of the school day eg. Early Risers, Ravens Roost and residential visits. These activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. Parental agreement is necessary for the provision of an optional extra which is charged for. We reserve the right to withdraw the child from the activity if payments are not kept up-to-date.

Residential visits require children taking part to spend one or more nights away from their usual overnight accommodation. In these circumstances, the school may charge for the cost of board, lodging and travel costs (subject to statutory exceptions) but the charge must not exceed the actual cost of provision for each child.

Any non-educational activity should be optional and parents should agree to their child taking part and commit to paying for these activities before a chargeable activity is arranged.

### Voluntary contributions

The school may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. When sending out a request to parents for a voluntary contribution, the school must:

- Make it clear to parents that the contribution is voluntary
- Make it clear at the outset that the activity cannot be funded without voluntary contributions and that if there is insufficient support it may be necessary to cancel the activity (and reimburse any parents who have contributed)
- Ensure that children are not treated differently or discriminated against if their parents are unable, or unwilling, to contribute. All children must be given an equal chance to take part
- If there are limited spaces then the school's policy for allocating places must be made clear at the start

Once an activity has been paid for, there will be no reimbursements for absentees on the day.

### Calculating Charges

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of children participating.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### Music tuition

A charge can be made for individual or group instrumental or vocal tuition. The handling of money will be between Surrey County Arts, Rocksteady etc or the individual private music tutor and the parent. The school will not act as an agent in transferring monies.

### Provision of Materials

The school may charge for the cost of materials or ingredients (or request the provision of them by parents) for practical subjects.



### **Breakages**

In cases of wilful or malicious damage to equipment, breakages, loss of school books or equipment on loan to children, a member of SLT may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion. The school may also ask parents to pay for the cost of replacing a broken window or defaced, damaged or lost text books, where this is a result of the child's behaviour.

### **Remissions Policy**

Parents/carers in need of financial assistance may request support with charges in instances where they are asked to contribute towards the cost of a school visit. They are invited to communicate with the School Business Manager stating the reason for the application which will be discussed with the Headteacher to apply for a reduction of charges. The Headteacher will decide if a reduction is to be applied based on each individual application.

### **General**

The Local Advisory Committee may, from time to time amend the categories for which a charge may be made.

The Local Advisory Committee reserve the right to review the Charging and Remissions Policy as necessary.

### **Monitoring arrangements**

The School Business Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the School Business Manager annually. At every review, the policy will be approved by the Local Advisory Committee.

