



Charging and Remissions Policy

November 2025

Article 4 – The Government should make sure my rights are respected



Article 12 – I have the right to be listened to, and taken seriously



Article 13 – I have the right to find out and share information



Article 23 – If I have a disability, I have the right to special care and education



Article 28 – You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.



Key Contact Personnel in School

Nominated Member of Leadership Staff Responsible for the policy:

Sally Moor

Designated Safeguarding Lead: Sarah Costain

Date written: September 2018

Date reviewed: December 2022

Date reviewed: November 2023

Date reviewed: November 2024

Date reviewed: November 2025

Date agreed and ratified by Governing Body: December 2025

Date of next review: November 2026

This policy will be reviewed following any concerns and/or updates to national and local guidance or procedures

FIVE ACRE WOOD CHARGING AND REMISSIONS POLICY

The Governing Body of Five Acre Wood School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as a part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CHARGES

No charge

No charge includes admission to the school and the cost of materials, books, instruments and other equipment. Parents are expected to provide school uniform and PE kit, but it will be the responsibility of the school to provide essential protective clothing such as laboratory coats, safety goggles etc.

Parents will not be required to purchase, pay for the hire of or insurance costs of musical instruments and music where the law requires the provision of music tuition to be free i.e. to meet National Curriculum requirements or part of a prescribed public examination.

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

School journeys in school hours

The full cost to each pupil of all approved activities and residential activities deemed to take place in school hours.

Activities outside school hours

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

Individual instrumental tuition

Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer.

Charging in kind

The cost of materials, ingredients, equipment (or the provision of them by parents) for some subjects e.g. Food Technology or activities e.g. snack-time, shopping.

The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they would like the finished product to be taken home.

Public examinations

Public examinations are defined as those prescribed by the Secretary of State. For the purposes of this element, public examinations also include any vocational course of study that leads to accreditation and is approved by the Secretary of State. Where a pupil has been entered for a public examination, there will be no charge for entry if the pupil is being prepared for them with the agreement of the parents. Equally, no charges will be made for equipment, books and materials or for activities required by the syllabus, whether these are inside or outside school hours. Where a residential visit is specifically required by the syllabus, parents may be charged for the board and lodging element with the necessary hardship safeguards indicated below. The Governing Body will enter a pupil for a prescribed examination for which they have been prepared by the school, except where the Governing Body considers there are educational reasons for not doing so or where the parents request in writing, that the pupil not be entered. The responsibility for deciding on the educational reasons, and informing parents, will be delegated to the Principal.

Recovery of examination fees

If a pupil fails to fulfil the examination requirements of a public examination without good reason (as defined by whichever body pays the fee), the Governing Body may recover from parents any fees paid.

Damage/loss to property

A charge will be levied in respect of wilful damage, neglect or loss of school property (Including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Principal.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Principal.

General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend on voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of non-payment of voluntary contributions.

REMISSIONS

The Governing Body may offer to remit in full or in part the cost of full board and lodgings for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum, where parents are in receipt of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999

- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The Governing Body may also remit in full or in part the cost of other activities for these particular groups of parents, as well as for example, in the case of family hardship. When arranging a chargeable activity, parents will be invited to apply in confidence for the remission of charges in full or in part. The Principal, in consultation with the Chair of Governors will make authorisation for such remission.

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