



Charging and Remissions Policy

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Chair of Governing Body	Alex Krutnik
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Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

“Getting it right for every pupil”

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

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1. Aims

Our school aims to:

Have robust, clear processes in place for charging and remissions.

Clearly set out the types of activity that can be charged for and when charges will and will not be made.

Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

Stone Bay School recognises the contribution that a wide range of additional activities, including clubs and activities can have on a pupil's personal and social development. Our aim is to provide such opportunities for our pupils.

The school day is 09:00 am to 3:30 pm

Residential hours are defined as 3:30 pm to 09:00 am

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](#), sections 449 to 462 of which set out the law on charging for school activities in England.

It is also based on guidance from the DfE on statutory policies for schools and academy trusts.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

This policy should be read in conjunction with the schools:

- Finance Policy
- Fraud Policy and Response Plan
- School's Complaints Policy

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

Admission applications.

Education provided during school hours (including the supply of any materials, books, instruments or other equipment).

Education provided outside school 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
- Religious education

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.

Entry for a prescribed public examination if the pupil has been prepared for it at the school.

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

5.2 School Meals

There is no charge for pupils who are entitled to Free School Meals, Universal Free School Meals or to our residential pupils.

5.3 Transport

Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport.

Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.

Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.

Transport provided in connection with an educational visit.

5.4 Residential visits

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

- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

5.5 Residential Activities that take place outside of school hours

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

Part of the set curriculum.

Part of the syllabus for a public examination that the pupil is being prepared for by the school.

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them.

Optional extras (see section 6.3).

Music and vocal tuition, in limited circumstances (see section 6.4).

Certain early years provision.

Community facilities.

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus.

6.2 School Meals

From 1st April 2026 a school lunch fee is £2.85 per meal. There is a charge for pupils who are **not** entitled to Free School Meals or Universal Free School Meals.

Residential pupils do not pay for school meals.

6.3 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board 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).

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.

Non-teaching staff and ratios required.

Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra).

The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

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.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

6.4 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.

If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme.

For a pupil who is looked after by a local authority.

6.5 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

School trips, After School Clubs

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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. The identity of the pupil or parent/carer who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

8. Activities this school charges for

In all cases, should there be a cost for an activity they will be made clear to parents/carers prior to an activity taking place.

The school will charge for the following activities:

When any visit has been organised by the school where there may be a cost for board and lodgings, parents will be informed of this before the visit takes place. The school will charge anything up to the full cost of board and lodgings on residential visits whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Travel charges may apply when a residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil.

Activities may be charged for that fall outside of school hours.

Parents who can evidence that they are in receipt of certain benefits may be exempt from paying the costs (see section 9 for more guidance).

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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)

10. Monitoring arrangements

The Finance Committee monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Business Manager annually.

At every review, the policy will be approved by the Headteacher & Full Governing Body.