CHARGING AND REMISSIONS

Approved by:	FGB	**Date:** September 2026
Last reviewed on:	31st August 2026	
Next review due by:	31st August 2027	

Contents

Aim 3
Day Visits 3
Residential Visits During School Time 4
Residential Visits Outside School Time 4
Prescribed Visits 4
Instrumental Music 4
Classroom Materials 4
After School Clubs / Enrichment Activities 4
Examination Fees 5
Charges Levied on Parents by a Third Party, (e.g. Travel Company) 5
Work Experience / Community Service 5
Charges for use of Telephone, Photocopying and Other Facilities 5
Financial Support 5
Parent Donations 6
Equality Impact 6
Monitoring 6

1 Aim

The Education Reform Act sets out the law on charging for school activities. The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education and Skills Funding Agency (ESFA). The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The law allows us to ask for voluntary financial support and Governors will attempt to keep this to a reasonable minimum and ensure, as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances provided that the school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of The Chantry School has decided that until further notice its policy will be as follows:

2 Day Visits

For visits occurring during school time the school will invite a voluntary contribution from parents to meet costs. For visits outside school time parents will be charged for all allowable costs. Charges may be waived or reduced for children whose parents make application to the Headteacher or nominated Senior Leader.

Allowable costs include;

(a) The pupil's travel and subsistence costs.
(b) Materials, books, instruments and other equipment.
(c) Non-teaching staff.
(d) Costs of teaching staff where separately engaged under a contract for services for the visit or activity.
(e) Entrance fees to museums, castles, theatres, etc.
(f) Insurance costs.
(g) SchoolComms transaction charges

Where the trip is considered a reward e.g. whole school Drayton Manor trip, rather than of educational benefit the charge can be considered a compulsory one and therefore parents will be expected to pay unless hardship is approved.

3 Residential Visits During School Time

The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings. Parents will be charged for the full cost of children's board and lodgings. However, board and lodging charges may be waived for children whose parents make application to the Headteacher or nominated Senior Leader.

4 Residential Visits Outside School Time

Parents will be charged for the full cost of the visit, including all allowable costs listed above and board and lodging. Charges may be waived or reduced for children whose parents make application to the Headteacher or nominated Senior Leader.

5 Prescribed Visits

Any visit required because of recognised public examinations, the national curriculum or the law on religious education. As Residential Visits above.

6 Instrumental Music

Instrumental music lessons are charged for, and parents are invoiced directly by the visiting Music Teacher based on the agreed rate.

7 Classroom Materials

There is usually no charge for classroom materials or equipment. However, for certain practical activities parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

8 After School Clubs / Enrichment Activities

There may be some activities that require voluntary parental contributions to cover costs and enable the activity to run. This would normally relate to activities where external staffing is required or there are other high resource costs.

9 Examination Fees

The school will pay the entry fee for all prescribed examinations except:

- where the Governors consider that there are educational reasons why the pupils should not be entered or where the parents have so requested in writing.
- where the school has not prepared the pupil for the particular examination.

If a pupil (with parental agreement) is entered for a non-prescribed examination, then parents may be charged for the entry fee together with any associated charges.

The school reserves the right to recover from parents the costs of examination entry fee(s), should the pupil fail to complete (without good reason) the required course work or sit the final examinations.

10 Charges Levied on Parents by a Third Party, (e.g. Travel Company)

These charges lie outside the legal provisions.

11 Work Experience / Community Service

There is no requirement that the school meet the costs of pupils who travel direct from their home to an activity sanctioned (but not provided) by the School.

12 Charges for use of Telephone, Photocopying and Other Facilities

When staff do approach with requests for private use of any school facility, charges will be determined by the Headteacher. Payments will be administered by the Finance Officer.

13 Financial Support

Where it is demonstrated that a pupil would benefit from an activity or resources and the parents cannot meet the costs, the ESFA funded Pupil Premium can be used in such cases. Applications will be assessed and approved by the Headteacher or nominated Senior Leader based on each situation. The majority of pupils where this will be applicable will be on the free school meals list but others outside this list may be identified as ‘financial hardship’.

14 Parent Donations

This may include fundraising activities or charity donations e.g. non-school uniform days. These are entirely voluntary donations but welcomed to encourage a sense of school community.

15 Equality Impact

The School's responsibilities towards promoting equality, diversity and inclusion have been considered when drafting this policy.

16 Monitoring

This policy will be monitored annually and significant change approved by the Local Governing Body.