

Newfield School

Charging and Remissions Policy



Responsible:
Mr Marshall

Review Date: September 2026
Next Review: September 2027

Approved by: Head Teacher

Date approved: 1/9/2026

Next review due: September 2027

1. Introduction

This policy sets out the school's approach to charging and remissions for activities and services provided or organised by the school.

It applies to all pupils, including those with Special Educational Needs and Disabilities (SEND), in accordance with the Education Act 1996, the Equality Act 2010, and the DfE guidance "Charging for School Activities" (May 2018).

The school is committed to providing inclusive, accessible education that ensures no pupil is disadvantaged because of financial hardship. We believe that every pupil, regardless of financial circumstances or individual needs, should have full access to educational opportunities offered by the school.

2. Aims

- To ensure education during school hours is free of charge.
- To make sure all pupils can take part in school activities regardless of family income.
- To promote equality, inclusion, and access in line with the Equality Act 2010 and SEND Code of Practice (2015).
- To set out clearly when charges will and will not be made, and when remissions will apply.

3. Education Provided Free of Charge

The school will not charge for:

- Admission to the school.
- Education during school hours, including specialist SEND provision.
- Activities that are part of the National Curriculum, statutory religious education, or early years provision.
- Equipment, materials, or resources used in the curriculum.
- Any provision or support specified within a pupil's Education, Health and Care Plan (EHCP).

4. Voluntary Contributions

The school may invite voluntary contributions towards the cost of educational visits, visiting workshops, or enrichment activities.

No child will be excluded because a contribution has not been made. If contributions are insufficient to cover costs, the school may cancel the activity.

Requests for contributions will always make it clear that they are voluntary.

5. Activities for Which Charges May Be Made

The school may charge for:

1. Board and lodging on residential visits (except where families are eligible for remission).
2. Activities outside school hours that are not part of the National Curriculum or statutory religious education.
3. Individual or small-group instrumental/vocal tuition, unless part of the National Curriculum or an EHCP.

4. Damage or loss – where a pupil's behaviour results in the cost of repair or replacement of school property.

5. Optional extras such as transport to non-statutory activities or after-school clubs.

All charges will be reviewed annually to ensure fairness and value for money.

6. Residential Visits

For residential visits forming part of the National Curriculum or statutory religious education, only board and lodging may be charged.

The cost of board and lodging will be remitted for families meeting the criteria in Section 7. For visits outside school time and not linked to the curriculum, the full cost (including travel and accommodation) may be charged.

7. Remissions

Charges for board and lodging will be remitted in full for pupils whose parents or carers receive qualifying benefits such as Income Support, Income-Based Jobseeker's Allowance, Income-Related ESA, certain Tax Credits, or Universal Credit (below the DfE-set income limit).

The Headteacher may also remit or subsidise costs in cases of exceptional hardship, activities that support a pupil's SEND or EHCP outcomes, or where participation would otherwise be a barrier to inclusion.

8. Transport

The school will not charge for statutory home-to-school transport provided by the Local Authority for pupils with EHCPs, or transport between sites where required for curriculum delivery. Charges may apply for optional, non-statutory transport (e.g. after-school activities).

9. Breakages and Losses

Parents and carers may be asked to pay for deliberate damage to, or loss of, school property caused by a pupil's behaviour, negligence, or misuse.

10. Equality Statement (with Risk Assessment Caveat)

The school recognises its duties under the Equality Act 2010 to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity for all pupils, particularly those with protected characteristics, including disability.
- Foster positive relationships within the school community.

We are committed to ensuring all pupils can access educational visits and enrichment activities. However, inclusion in any activity is subject to individual and group risk assessments.

Where a risk assessment identifies a significant health, safety, or safeguarding concern that cannot be mitigated through reasonable adjustments, the school will work with parents, carers, and professionals to identify an alternative or adapted provision.

11. Accessibility Commitment (with Risk Assessment Caveat)

As a special school, we are committed to:

- Ensuring equal access to all educational visits, activities, and learning experiences.
- Making reasonable adjustments to meet pupils' physical, sensory, medical, and cognitive needs.
- Providing accessible communication and information for families.
- Working with the Local Authority, health professionals, and families to remove barriers to

participation.

All activities are subject to individual and dynamic risk assessments to ensure they are safe and appropriate for every participant.

Where participation poses unacceptable risk despite adjustments, an alternative inclusive experience will be offered.

12. Monitoring and Review

The Governing Body oversees this policy and reviews it annually.

The Headteacher ensures compliance and reports annually on charges and remissions.

The policy will be updated in line with legislative or guidance changes.

Signed: _____

Headteacher

Signed: _____

Chair of Governors

Date: _____