



Kelmscott School

"Putting Learning First"

Charging and Remissions Policy

September 2025



1. Principles

Our vision of teaching and education in Kelmscott is to ensure it provides the best possible opportunity for students of all abilities and backgrounds to reach their fullest potential.

At the heart of our vision is a commitment to equality of opportunity and a celebration of diversity. Our motto 'Putting Learning First' is testament to our belief in the importance of the child and our recognition that achievement will occur where students are nurtured in a stimulating and safe environment where learning is paramount.

The school wants all students to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and is informed by national and local guidance. In doing so, our intention is to ensure transparency in setting charges and ensure all students are able to access all the provisions on offer.

2. Aims

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers of students at Kelmscott School.

As a school, we aim to offer a range of activities and visits whilst minimising the financial barriers that may prevent some students from taking full advantage of these opportunities.

3. Definitions

Charge: a fee payable for specifically defined activities

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

For the purposes of this policy, the school day is defined as Monday-Friday 8.40am until 3.10pm excluding the lunchtime period 12.40pm until 1.30pm.

4. Responsibilities

The Governing Body are responsible for determining the content of this policy and have delegated this responsibility to the Finance, Premises and Personnel Committee (FPP). Monitoring of this policy has been delegated to the Finance, Premises and Personnel Committee (FPP)

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

Staff are responsible for implementing the charging policy consistently.

Any determination with respect to individual parents/carers will be considered jointly by the Head of Year and the School Business Leader.

5. Voluntary contributions

In certain circumstances, parents/carers will be asked to make a voluntary contribution for the following:

- Educational trips
- Rewards trips
- Educational events
- Fundraising events
- Cost of ingredients/materials for practical subjects

The terms of any request to parents/carers will specify that it is a voluntary contribution and in no way represents a charge.

Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do.

There is no obligation for parents to contribute, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

However, where an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, monies received will be returned to parents

6. Where charges cannot be made

The Governing Body recognise that legislation prohibits charges for the following:

6.1 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:
 - o The National Curriculum
 - o A syllabus for a prescribed public examination that the student is being prepared for at the school
 - o Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

6.2 Transport

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing board or local

authority has arranged for students to be educated

- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

6.3 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 student is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying students on a residential visit

7. Where charges can be made

The Governing Body recognise that legislation allows charges for the following:

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school **and** the student fails, without good reason, to meet any examination requirement for a syllabus
- Vocal and musical instrument tuition, at the request of a parent, outside of the National Curriculum
- Board and lodging on residential/educational visits (not to exceed the costs)
- The proportionate costs for an individual student for activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - Travel
 - Materials and Equipment
 - Additional Staff cost
 - Entrance Fees
 - Insurance costs
- Re-sits for public examinations where no further preparation has been provided by the school
- Examination fees where a student fails without good reason to sit the exam
- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements to school equipment, materials or property as a result of damage or loss caused wilfully or negligently as a result of unsatisfactory behaviour of students. This includes planners, ICT, Mobile devices, Journals, Exercise or Textbooks, ID Cards and Lanyards
- damage/vandalism/loss to and of school property
- co-curricular activities and school clubs including breakfast and revision clubs

- the cost of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

8. Remissions

In some circumstances, the school may not charge for items or activities set out in section 7 of this policy. This will be at the discretion of SLT and will depend on the activity in question.

Anything over £250.00 will come to the Finance Committee for approval.

Remissions for residential visits

Parents 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)

9. Individual cases of financial difficulty

Requests for financial assistance should be made at the time a charge or voluntary contribution is requested or as soon as parents/carers are aware that an activity is to take place via the MyEd app or in writing to their Head of Year.

The School Business Leader and Headteacher may be able to agree flexible, extended payment terms

Parents/carers in receipt of certain benefits will be considered as first priority for assistance and in most cases, parents/carers will be asked to bear a percentage of the cost.

All cases will be treated individually and in the strictest confidence.

10. School meals

No charge will be made at lunchtime for students eligible for benefits related free school meals.

We will charge all students not entitled to Free School Meals an amount determined annually by the Governing Body of the school. The current price of a School Meal is £2.75

11. Administration

We will charge for administration tasks outside of the normal school business, such as verifying the authenticity of a student for passport purposes, or subject access requests which fall outside of the scope of the original request. This amount will be determined by the School Business Leader. This will be reviewed annually by the Finance Committee.

We do not charge for student travel authentication.

12. Monitoring arrangements

The School Business Leader monitors charges and remissions and ensures these comply with this policy. This policy will be reviewed by the School Business Leader annually. At every review, the policy will be approved by the Finance, Premises and Personnel Committee and approved by the Full Governing Body.