



CHARGING AND REMISSIONS POLICY

Approved/reviewed by FGB	
Date of review	September 2026
Date of next review	September 2027

This policy is reviewed annually to ensure compliance with current regulations

CHARGING AND REMISSIONS POLICY

The Governing Body of Lindsworth School recognises the valuable contribution that the wide range of additional activities, including trips, clubs, and residential experiences can make towards our pupils' education and experiences. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

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

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. This policy also incorporates [The Charges for Music Tuition \(England\) Regulations 2007](#).

Definitions:

- **Charge** – a fee payable for specifically defined activities
- **Remission** – the cancellation of a charge which would normally be payable

Roles and Responsibilities:

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.

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

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 school will provide staff with appropriate information and training in relation to this policy and its implementation.

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

Activities / visits include:-

- Day trips to facilitate and enhance learning in many subject areas.
- Expeditions of a challenging or sporting nature incorporating outdoors pursuits or competitions.

- Residential experiences including school camps.
- Social outings to theme parks, theatre, cinema, bowling etc. to encourage social interaction and social awareness.

The expense of all these educational experiences is partly funded by the school. The school budget also incorporates a grant to help fund residential/non-residential experiences (from The Clara Martineau Trust).

It is recognised that, many educational experiences / activities will depend on financial contributions, in part, from parents. Without some financial contribution from parents/carers the school would find it difficult to maintain the number of visits that regularly take place. Parents/Carers will be asked for a voluntary contribution towards some educational visits/experiences. However, pupils will not be excluded from participating from educational visits/experiences in cases of financial difficulty. Educational visits may have to be cancelled if voluntary contributions are not sufficient.

It is accepted that compulsory charges cannot be made in respect of:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment) (It must be noted that equipment, for these purposes, does not include clothing)
- 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- 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
- Music tuition for a pupil who is looked after by a local authority
- Religious education

Spending money for all educational visits will be at the discretion of parents/carers in consultation with staff at school.

Evening Activity Allocation

An allowance for each extended day pupil is allocated to support evening activities.

Pupil Support

Lindsworth School provides a home to school transport service for many pupils. When staff feel confident that pupils can travel independently and safely, they will be provided with a school bus ticket (if they meet Birmingham City Council requirements), enabling them to travel on public transport.

Examinations

Lindsworth School provides the opportunity for pupils to participate in courses which lead to external qualifications. All examination entrance fees are paid from the School Budget Share.

Charges

The school reserves the right to charge for the following activities, which will not in all circumstances, be charged:

- **Instrument 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
- **Charging in Kind:** Materials and ingredients - the cost of materials and ingredients for art and design, food, hospitality and catering; if parents have indicated in advance that they wish to own the final product.

School Property: The Governors reserve the right to charge parents/carers for non-accidental damage to, or loss of, school property.

Remissions

The Remission Policy adopted by Lindsworth School accepts that some charges may be waived or reduced, at the discretion of the Headteacher. Partial remission of charges may be made for pupils who are entitled to free school meals or whose parents/carers are receiving certain benefits (as listed below).

When school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging.

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-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Universal Credit – regardless of income

Children eligible for free school meals (FSM), including under the expanded criteria from September 2026, will also be eligible to have the cost of board and lodging remitted on residential visits. This includes parents/carers whose child is already known to the school to be currently eligible for FSM.

Parents/carers who have no recourse to public funds (NRPF) may be able to receive FSM for their child, subject to maximum income thresholds. Where this is the case, they will also be exempt from paying the cost of board and lodging for residential visits.

Where a pupil becomes newly eligible for FSM after their parent/carer has already paid for board and lodging on a residential visit, we will refund the amount paid provided their child's entitlement is in effect before the visit takes place.