Grove School

Charging and Remissions Policy – Autumn 2026

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Appendix A

1) **Objectives of a Charging and Remissions Policy**

Grove School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to:

a. participate fully in school curriculum
b. contribute to all aspects of school life and
c. be valued as a partner in the process of education

These objectives must inform educational activities, whether in or outside the school and are, therefore, integral to the process of charging for school activities and to the remission which is available to parents/guardians who are on low income.

2) **Aims of a Charging and Remissions Policy**

We aim:

a. to make curriculum activities accessible to all children regardless of family income
b. to encourage and promote external activities which give added value to the curriculum
c. to provide a process which allows curriculum activities to take place at a minimum cost to parents, pupils and the school and
d. to respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

3) **Factors to consider when charging for curriculum activities**

The development of a range of curriculum activities forms part of the school's forward planning process and is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities.

It includes a number of key factors:

a. the value of certain curriculum activities in relation to age/needs of pupils
b. the cost of the activity set against their educational value
c. how the activity will be paid for
d. the appropriate process for raising funding

e. an assessment of whether the educational aims can be met any other way
f. an understanding of the various types of activities involved for example, curriculum visits, end of year trips
g. reference to additional or hidden costs – for example, pocket money and
h. an assessment of local facilities

4) Education out of hours

Parents can be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum. The Educational Reform Act 1988 described activities, which can be charged for as "optional extras".

Optional extras
Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

Residential visits

Grove School will charge for board and lodging on residential visits. The charge will not exceed the actual cost.

Parents have the right to claim free board and lodging if they are in receipt of the following state benefits:

- 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)

Activities outside School Hours

The full cost to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

5) Charging for documentation

The school follows the Statutory Instrument 2012 No 1124, Education England requirements.
A charge will be applied for photocopying school policies not published on the school website and additional copies of pupil documentation.

6) Remission Policy

To ensure access to activities becomes a reality and that outcomes reflect intentions. Grove School implements the following Remissions Policy.

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that school is able to offer them. This policy takes into account the very real difficulties, which families on low income have, in meeting costs of activities for their children.

Remissions
There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities. Pupils will not be treated differently whether or not their parents have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission.

Voluntary contributions

Voluntary contributions may be requested from parents to cover the cost of the following activities: e.g. cost of materials, bus fares, coach fares, entrance fees, workshop fees etc.

Parents may also make voluntary contributions to support other

pupils and families who may otherwise be unable to participate fully in school activities. Such contributions are entirely voluntary and will be used at the school's discretion to promote equitable access to educational opportunities.

a. In each financial year curriculum trips will be subsidised in each year group, the governing body will agree the year group's curriculum subsidy at the start of the financial year.

b. Costs of curriculum trips are to be calculated by the Year Group Leader working with an administrator, Mrs O' Mahoney, and then a proposal put to the Headteacher and Deputy Headteacher.

c. Mrs O' Mahoney will cost the trip, including cost per head, a breakdown of transportation costs, entry fees, discounts, staff costs, and the minimum number of pupils to make the trip financially viable.

d. The Year Group Leaders will request a curriculum subsidy to reduce the cost of the trip to all pupils, hence reducing the parental contribution.

e. The curriculum subsidy will be agreed by the senior leadership team to ensure that all curriculum trips over the year are subsidised and a calculation of the minimum number of parental contributions be calculated.

f. If there is not sufficient voluntary contributions for the trip to be viable, the educational visit may be cancelled.

g. Parents who are experiencing financial hardship can apply to the headteacher, to pay a reduced contribution, to pay in instalments or to pay no contribution by completing the proforma in Appendix A.

7) **End of Year Trips**

The end of year trips that are not curriculum related will be charged in full, for parents who do not wish to pay, the children will not be able to attend.

8) Requests for paper copies

If a parent requests a paper copy of the information on the school website, this is provided free of charge.

Appendix A

Grove School Charging and Remissions Policy
Parental Contribution Curriculum Trips

Pupil: _____ Class: _____

Curriculum visit to:

Date of trip:

Parental contribution:

I would like the school to consider: (please tick the appropriate box)

* that I will pay the parental contribution in instalments ☐

* I pay a reduced parental contribution of £_____ ☐

* Due to financial hardship I am not able to pay any parental contribution towards my child attending the visit ☐

Signed by parent/guardian: _____

Date: _____

For office use only:

Parental meeting date:

Agreed:

Not agreed:

Signed: Date:
Print Name: