



**Safety** ★ **Commitment** ★ **Aspirations**

## Charging and Remissions Policy

**Approved by:** Jonathan Hyde  
Headteacher

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At Mapledene, we are more than a school — we are a family. Rooted in our core values of

**'Safety, Commitment, Aspirations'**

We create a positive, inclusive, and ambitious learning environment where every child, staff member, and family feel safe, valued, and supported.

We believe children thrive when they feel secure, respected, and inspired. Through strong relationships and a nurturing culture, we build emotional security and mutual respect, enabling children to grow with confidence.

Our Charging and Remissions Policy demonstrates our commitment to fairness and inclusivity, ensuring all pupils have safe access to opportunities that nurture their aspirations, support their learning, and help them to succeed.

Working closely with parents, carers, and external partners, we ensure every child—regardless of background or need—has the right support to flourish. We celebrate diversity and promote kindness, teaching children to embrace differences and recognise their unique strengths. Every child is encouraged to contribute, helping us build a caring, inclusive community.

Our broad, creative curriculum is designed to spark curiosity, foster independence, and prepare children for life as responsible global citizens. With personalised support, enrichment opportunities, and access to the full National Curriculum, every child is empowered to achieve their academic, social, and emotional potential.

We promote a *Growth Mindset*, celebrating effort, resilience, and achievement, while encouraging children to take ownership of their learning journey. High expectations and aspiration give children the confidence, character, and skills they need to thrive—both now and in the future.

Our ethos is reflected in our motto:  
***BELONG, BELIEVE, BE YOU; ACHIEVE.***

## 1. Aims

Mapledene 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 children from taking full advantage of these opportunities

## 2. Legislation and guidance

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.

## 3. Definitions

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

## 4. Roles and responsibilities

### 4.1 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.

Responsibility for approving the charging and remissions policy has been delegated to the Headteacher.

### 4.2 Headteachers

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

### 4.3 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

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

### 4.4 Parents/carers

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

## 5. Where charges cannot be made

Below we set out what we **cannot** charge for:

### 5.1 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:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the child is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for children learning individually or in groups, unless the tuition is provided at the request of the child's parent/carer
- Entry for a prescribed public examination if the child has been prepared for it at the school
- Examination re-sit(s) if the child is being prepared for the re-sit(s) at the school

### 5.2 Transport

- Transporting registered children to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered children to other premises where the Governing Board or LA has arranged for children to be educated
- Transport that enables a child to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

### 5.3 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 child is being prepared for at the school
  - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying children on a residential visit

## 6. Where charges can be made

Below we set out what we **can** charge for:

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the child is being prepared for the re-sit(s) at the school **and** the child fails, without good reason, to meet any examination requirement for a syllabus

### 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the child is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered child has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the child to school or to other premises where the LA or Governing Board has arranged for the child to be provided with education)
- Board and lodging for a child on a residential visit
- Extended day services offered to children (such as before and after-school (wraparound) clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

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

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

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those children who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

### 6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of children, provided that the tuition is provided at the request of the child'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 child who is looked after by a local authority

### 6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## 7. Voluntary contributions

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However, when organising school trips or visits which will enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary.

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- visits to museums or galleries;
- visits to landmarks or historical sites;
- residential visits;
- outdoor adventure activities;
- musical events;
- music tuition.

**There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or visit then it will be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. We allow the child to participate fully in the trip or activity and do not treat them differently from any others. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

## 8. Activities we charge for

The school will charge for the following activities:

➤ See optional extras

## 9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Governing Board and will depend on the activity in question.

## 10. Monitoring arrangements

The Senior Leadership Team monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Senior Leadership Team annually.

At every review, the policy will be approved by the Headteacher.