





Charging and Remissions Policy

2025 - 2028

Date:	July 2025		
Review Date:	July 2028	Headteacher S Williams	Signed 
Ratified by Governing Body:			
Michael Berriman		Chair of Governors	Signed 

Introduction

At Medway, we do not charge for any activity undertaken as part of the National Curriculum in school. However, the Governing Body recognises the valuable contribution that a wide range of additional activities can make towards pupils' education. This includes clubs, educational visits outside of school and visitors to the school. The school aims to promote and provide optional activities.

The cost of insuring pupils and staff for off-site visits is to be met from school funds.

Charging

Parents can only be charged for activities that happen outside **school hours**, when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

"School hours" refer to the periods when the school is in session and do not include the break in the middle of the school day.

Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity is considered to take place entirely within school hours, and no charge may be made. Travelling time only counts as being during school hours if the travel takes place during school hours.

Voluntary contributions

The Headteacher, on behalf of the Governing Body, will ask parents/carers for a voluntary contribution towards the additional cost of any activity which takes place during school hours, organised by the school in the following circumstances:

- The full cost of activities, including board and lodging for residential activities, is deemed to be an optional extra taking place outside school hours
- The cost of materials, ingredients or equipment for certain aspects of the curriculum or activities offered outside of regular school hours, if the parents have indicated in advance that they wish to own/consume the finished product.
- At their discretion, a charge may be made for the replacement of any item of school property (for example, a reading book) that is lost or damaged.

Nothing in this policy precludes the Governing Body from inviting parents or carers to make a voluntary contribution towards the cost of providing additional activities for pupils. All requests to parents for voluntary contributions will clearly state that the contributions are genuinely voluntary. No pressure will be applied to parents who are unable or unwilling to make voluntary contributions. The pupils of parents who are unable or unwilling to contribute will not be discriminated against. As much notice as possible will be given to parents/carers if they are to be invited to make voluntary contributions towards additional activities. Parents/carers will also be allowed to make contributions in instalments if they prefer.

Where there are insufficient voluntary contributions to make the activity possible and no alternative means of covering the shortfall are available, then Governors reserve the right to cancel planned activities. The responsibility for determining the level of voluntary contribution and whether sufficient contributions have been made is delegated to the Headteacher. Sometimes, the school can fund additional costs to support an activity.

Parents have a right to know how each additional activity is funded, and the school will provide this information on request.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place during school time and are part of the National Curriculum. A voluntary contribution towards the cost of transport, pool hire and additional specialist staff is invited from parents/carers. We inform parents when these lessons are scheduled to take place and request their written permission for their child to participate in swimming lessons. No child will be excluded from swimming if their parent or carer is unwilling or unable to contribute towards the cost.

Residential visits

If the school organises a residential visit during school time, we will charge to cover the costs of board and lodging. Charges can be made for board and lodging in these circumstances, except for pupils who are disadvantaged (eligible for pupil premium). It should be noted that free school lunch eligibility, rather than uptake, should be regarded as the trigger for entitlement to a remission of charges for residential trips. Parents or carers who fall into this category can be invited to make voluntary contributions. Where possible, additional funding will be sought from charitable or other institutions to support children who are disadvantaged in undertaking off-site activities.