



Charges, Voluntary Contributions and Remissions Policy

Created by	Verity McAuley, SBM
Date	June 2025
Reviewed by	Rachelle Burns, Finance Manager
Reviewed date	June 2026
Ratified by Governors	24 th June 2026
Next review date	June 2027

Contents

Introduction – School Vision and Context	Page 1
Policy Statement	Page 1
School Commitment	Page 2
Charging, Voluntary Contributions and Remissions	Page 2

School Vision & Context

At Linwood School our vision is to create a community where everyone achieves and thrives so that all our students succeed through their education years and beyond. Everyone is valued within a safe and nurturing environment. All our students have full and equal access to an ambitious curriculum, rich learning experiences and high-quality personalised support.

Linwood School is proud to offer high quality education for children and young people with Special Educational Needs and Disabilities. This policy will outline what our school can and cannot charge for, and will detail the school policy for voluntary contributions and remissions.

Policy Statement

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, and the Education Reform Act 1988 and the Education Act 2002. We are aware that under legislation, no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parent/carer's ability or willingness to help meet the cost. We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards students' personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities. Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents/carers when organising educational visits which will enrich the curriculum and the educational experiences of children.

School Commitment

The Governors' Approach

The Governing Body has:

- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equality's legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents/carers;
- responsibility for the effective implementation, monitoring and evaluation of this policy

The Executive Headteacher will:

- ensure all school personnel, students and parents/carers are aware of and comply with this policy;
- work closely with the governors and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

Charges, Voluntary Contributions and Remissions

Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- part of a syllabus for an agreed examination for a student;
- for statutory religious education;
- for musical tuition as part of the National Curriculum;
- for education provided on any educational visit during the school day;
- for education provided on any educational visit outside school hours;

- for the cost of supply teachers substituting for absent teachers on residential visits with students;
- for the entry to public examination which is on the prescribed list;
- examination re-sits
- Admission applications

Charges for transport cannot be made when:

- transporting students to or from the school premises, where the local authority has a statutory obligation to provide transport;
- transporting students to other premises where arrangements have been made for them to be educated;
- a student needs to sit an examination;
- an educational visit has been planned

Conditions when charges can be made

Charges will be made for:

- a parent/carer who wishes their child to own any specific materials, books, instruments or equipment
- breakfast, after-school and holiday clubs (Extended Services)
- non-core curriculum trips (please see remissions paragraph for exceptions). If the trip is unable to take place, then parents/carers will be refunded, unless they agree for the school to use the funds for another trip or activity
- board and lodging for students on residential trips
- musical tuition that is not part of the National Curriculum
- property or equipment which has been damaged as a result of a student's behaviour, at the school's discretion

Support for Parents/Carers

The Governing Body will:

- support any parent/carer in paying for any activity for an individual student if they are experiencing financial difficulties
- inform parents/carers that if they can prove they are in receipt of certain benefits then they will not be charged board and lodging fees for any residential visit as below
 - 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)

Voluntary Contributions

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost
- that there is no obligation for them to make voluntary contributions
- that a visit or activity, that is not part of the core curriculum, will be cancelled if sufficient costs are not raised via voluntary contributions
- that no student will be excluded from an educational visit or an activity if a parent/carer is unwilling or unable to pay
- students will not be treated any differently to other children in the absence of a voluntary contribution

Remissions for non-core curriculum activities

Students in receipt of free school meals will not be charged for non-core curriculum activities; however, we may still ask for voluntary contributions.

For looked-after students and those in receipt of Pupil Premium or a Vulnerable Bursary the cost of non-core curriculum activities will be funded from these personal budgets.

Other exceptional circumstances will be considered on an individual basis by the Executive Headteacher.

Refunds

If a chargeable trip or activity is unable to take place, the school will refund the cost. Where an activity results in a small surplus of **less than £2 per student**, the remaining amount will be retained by the class and used to support future activities