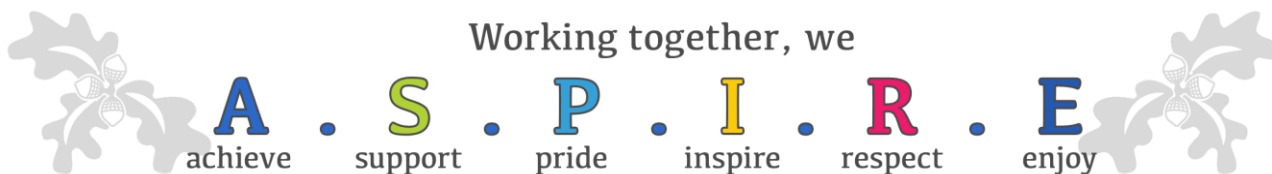




# Charging and Remission Policy

Ratification by Warrender Governing Body	
Policy Updated:	October 2025
Date of next Review	October 2026
Signature (Governors):	W Maynard
Signature (Headteacher):	H Brown





## 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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#)

## Introduction

At Warrender School, we believe that a broad and balanced curriculum is the entitlement of every child. Consequently, all educational activities provided during school hours are free: we do not charge for any school-based activity undertaken as part of the National Curriculum, nor for any clubs that are led by school staff within the school day. The definition of charge and remission is as follows: 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. Responsibility for approving the charging and remissions policy has been delegated to the Resources committee. Monitoring the implementation of this policy has been delegated to the Headteacher

### Headteachers

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 training in relation to this policy and its implementation.

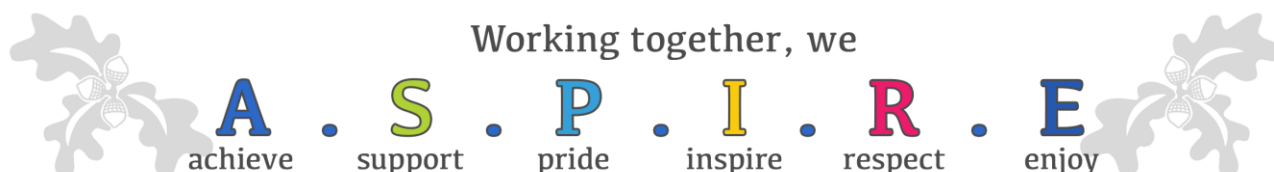
### Parents/carers

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

## Where charges cannot be made

### 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 pupil is being prepared for at the school





- Religious education
- 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- All activities that are a necessary part of the Early Years Foundation Stage or the National Curriculum will be provided free of charge, with the school supplying materials or equipment required.

## Transport

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

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

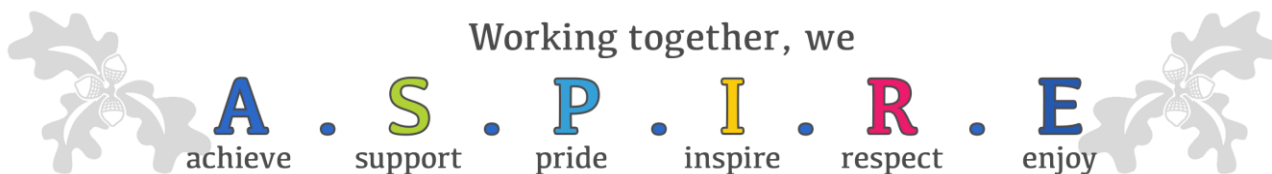
## Where charges can be made

A charge is made for services offered by outside providers. These include:

- Instrumental lessons for individual children, which are currently provided by the Hillingdon Music Service and requested by parents for their child to attend. Materials, books, instruments or equipment where the child's parent/carer have requested this additional service need to be provided by the parent
- Breakfast and After-School Club
- Sports and other extra-curricular activities offered by outside providers
- After school clubs lead by school staff where additional resources are required

School will ask for voluntary contributions from parents to fund activities, that take place during the school day and entail an additional cost, which would not otherwise be possible, such as:

- Visits to museums, historic sites and other places of interest.





- Outdoor adventure activities
- Trips to see plays, concerts, sporting events etc
- Visits to school by theatre groups, musicians and individuals providing workshops on various subjects

The school invites parents to contribute to the cost of the educational visit. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may cancel the visit. If an educational visit goes ahead, it may include children whose parents cannot or are unwilling to make any contribution.

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 upon request.

## Extended Day Services

Our Breakfast and After-school club, Acorns, is run by an external provider, PSD Ltd who are responsible for setting their own charging rates for services. Little Warrender Acorns is a nursery after school club run by Warrender staff and rates are outlined in the After School Care Policy. Where Nursery children complete 35 hours a week, parents are responsible to paying the difference between government's funding amount and the total.

## Residential Visits

Payment will be required in respect of residential visits which take place outside of the school day.

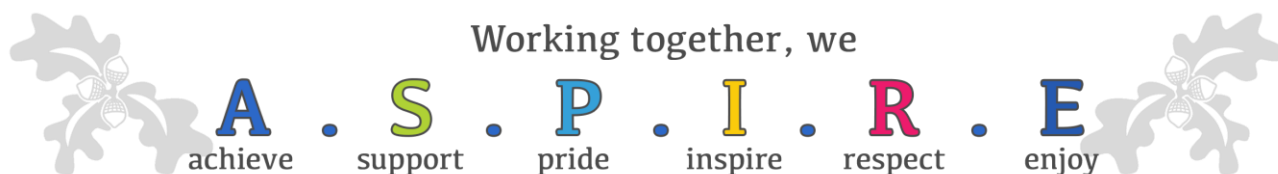
## Calculating Charges and Voluntary Contribution Levels

When the school charge for an activity or set a level for a voluntary contribution, this is calculated based on the actual costs incurred by the school, divided by the total number of children who are expected to participate. There will be no levy on those who can pay to support those who cannot.

## Remissions

In circumstances of family hardship that make it difficult for children to take part in activities, parents are invited to apply in confidence for the remission of costs in part or in full. Authorisation for remission is made by the Headteacher. Financial help in cases of hardship comes largely from the school's budget, although this may be supported by voluntary contributions and fund-raising. Parents who would qualify for support include those who are in receipt of benefit

- 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)





## Staff

Any benefits in Kind will be reflected in the P11D for staff. If a member of staff's child attends a fee-paying school run club, they will pay the school for the provision.

## School Resources

Parents may be expected to pay for school resources – e.g. lost Read, Write Inc reading books or purposeful damage to school property. The school may make reasonable charge to parents in cases of wilful damage to school buildings or property by children.

## Monitoring, Evaluation and Review

We will review this policy and evaluate its implementation and effectiveness every year.

